
IMAGINGUSA
EXHIBITOR
SERVICE MANUAL
ATLANTA, GA • JANUARY 10-12, 2016
BROUGHT TO YOU BY
PPA
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WELCOME TO IMAGING USA & THE IMAGING USA EXPO!

THIS MANUAL WILL HELP YOU GET WHAT YOU NEED, WHEN YOU NEED IT, WHERE YOU NEED IT.

WHY IS THIS IMPORTANT?

This manual is filled with information from PPA and Freeman, our official service contractor, along with order forms from other suppliers for the Imaging USA expo. Please review and familiarize yourself with this material so you are all set for the show! If you need assistance, Freeman Online is available 24-hours a day, and you can order all Freeman services via this user-friendly, secure website: FreemanCo.com/Store.

It's also our goal to help you make the most of your time at Imaging USA. So keep an eye out for an email regarding online entry for exhibitor badges, submitting product categories for the show guide and customizing your online exhibitor profile for the interactive floor plan.

Thank you again for choosing to exhibit at Imaging USA! Should you have any questions, please do not hesitate to contact Trinh Le, Expo Manager, at 404.522.8600, ext. 239, or tle@ppa.com. For questions pertaining to Freeman services, please call their Exhibitor Services Department at 404.253.6494.

ACCESS TO PROGRAMMING

As an exhibitor, you are allowed up to two complimentary full-convention registrations for your first 10'x10' booth and one registration for each additional 10'x10' booth that you have purchased. For example, if your company has reserved two 10'x10's, you are entitled to three exhibitor full-convention badges at no charge. Any additional staff may register in the Imaging Expo Only category at no charge. Pre-convention classes or workshops are an additional fee, even with your complimentary registrations. Additional full-convention registrations can be purchased at ImagingUSA.org or by calling PPA's Customer Service Center at 800.786.6277.

ATTENDEE MAILING ADDRESS LIST AVAILABLE AFTER SHOW

The attendee list will be emailed to you shortly after Imaging USA. This complimentary list will include postal addresses for each attendee. If you would like to access the attendee email list, you will need to go through a third-party mail house. Mail house fees will apply. Instructions for accessing and utilizing the attendee email list will be provided when the mailing list is released.



AUDIOVISUAL

Freeman AV is the official audiovisual company. Order forms are under the Additional Services section of this PDF.

BOOTH EQUIPMENT

Standard booth size is 10'x10'. Your booth comes with pipe and drape to separate you from your neighboring exhibitor, a 7"x44" identification sign and aisle carpet. Booth drapes are black. Aisle carpeting is tuxedo. All extra services and equipment such as furniture, booth carpet, electricity, labor, etc., must be ordered and paid for by the exhibitor. Forms are enclosed if you want to add booth carpet, furniture, utilities, banners, etc.

BOOTH PAYMENTS

No exhibiting company will be given badges or be allowed to enter the exhibit hall to set up if there is a balance due on their booth space. Please ensure that your company has paid for its booth in full. Acceptable methods of payment are cash, certified or cashier's check, MasterCard, VISA or American Express. No personal or company checks will be accepted on site.

BOOTH SALES OFFICE

We will be pre-selling booth space on-site at Imaging USA 2016 for the Imaging USA 2017 Expo. Imaging USA 2017 will be held at the Henry B. Gonzalez Convention Center in San Antonio, Texas, January 8–10. Based on a Priority Point Order, each exhibitor will be notified of their specific time and date to choose their space for next year. Exhibitors will be notified of their specific time and date to choose their space for next year. Look for more information in December!

IMAGING USA 2016 SERVICE MANUAL

Let us answer your questions!

CONTACT

TRINH LE
Imaging USA Expo Manager, PPA
404.522.8600 ext. 239
tle@ppa.com

FREEMAN
404.253.6494
FreemanCo.com/Store

DEADLINE DATES

- October 1, 2015
  Final Booth Payment
- October 15, 2015
  Imaging USA Show Guide/ Online Proofing
- December 14, 2015
  Intent to Use Exhibitor Appointed Contractor (EAC)
- December 14, 2015
  Exhibitor Registration (For Badge Pre-Mailing)
- December 14, 2015
  Freeman Audio Visual Early Discount Rate
- December 21, 2015
  Electrical Order Early Discount Rate
- December 21, 2015
  Internet/Telecommunications Early Discount Rate
- December 4, 2015 – January 7, 2016
  Advance Warehouse Shipping
- January 8 – January 12, 2016
  Convention Center Direct Shipping

GET MORE RESOURCES!

ImagingUSA.org/Exhibitor-Resources

BUSINESS CENTER
The FedEx Office is centrally located in the main A/B Lobby next to the GWCC Information Desk.

CARPET/FLOORING OF BOOTHS
Please note that all booths must include flooring. The convention center has concrete floors that must be covered. You may bring your own flooring or rent carpet from Freeman. Order forms can be found under the Additional Services section of this PDF.

CHILDREN IN HALL
Parents/guardians of children under the age of 16 will be required to sign a liability waiver in order for the minor(s) to gain entry to the exhibit hall. Anyone under the age of 16 will also be required to wear a wristband at all times on the exhibition floor. Once on site, please stop by the registration desk located on the 2nd level of Building A to fill out the appropriate paperwork.

COMPUTER & OFFICE EQUIPMENT RENTALS
Freeman is the official computer and office equipment provider. Order forms can be found under the Additional Services section of this PDF.

ELECTRICAL
Georgia World Congress Center is the official electrical provider. Order forms can be found under the Additional Services section of this PDF.



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EQUIPMENT/MERCHANDISE REMOVAL FROM EXPO FLOOR
Customers leaving the exhibit hall with merchandise must show security either an equipment removal pass or a receipt of purchase. Please make sure that anyone planning to leave the exhibit hall with your equipment has one of these documents. Equipment removal passes will be available at the show office and from security on the expo's opening day, January 10, 2016.

HALL ACCESS
All individuals, whether employed by an exhibitor or in charge of a booth, must be registered and have an official badge for admission to the exhibit hall. Security officers will be stationed at the entrance and exit doors to enforce this regulation. If you have a last-minute addition to your team, you can sign them up for a badge at the exhibitor registration desk—a registered person from your booth must be present to authorize the addition.

SPECIAL NOTE: Neither the show management office nor the exhibitor registration desk will have complimentary show passes on-site. Please distribute any expo passes you receive to

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your customers prior to the show; otherwise, they will need to pay the expo entrance fee of $35/each.

INSTALLATION (MOVE-IN)

Friday, January 8	12pm – 5pm
Saturday, January 9	8am – 5pm
Sunday, January 10	9:30am – 11:30am

NOTE: As long as you have picked up your exhibitor badge before the exhibitor registration desk closes and you are in the hall by that time, you may remain in the hall for setup as late as you wish. Again, you must have a proper badge for admission to the hall.

EXPO HOURS

Sunday, January 10	11:30am – 5pm
Monday, January 11	11:30am – 5pm
Tuesday, January 12	11:30am – 3:30pm



DISMANTLE (MOVE-OUT)

Tuesday, January 12	3:30pm – 8pm
Wednesday, January 13	8am – 12pm

All booths must remain intact until the show closes and move-out begins at 3:30pm on Tuesday, January 12. Crates will not be delivered to the booths prior to that time. If you are wearing your exhibitor badge, you may remain in the hall for move-out as long as you wish on Tuesday—but please keep in mind that the Freeman desk closes at 8pm that night. Move-out continues on Wednesday, January 13 at 8am and must be completed by 12pm Bills of lading for outbound shipments must be turned in at the Freeman service desk no later than 12pm on January 13. Security will not be available after 12pm on January 13 or when the hall is empty of product, whichever comes first.

SPECIAL NOTE: In order to expedite the removal of exhibitor materials, Freeman has the authority to change the exhibitor's designated carriers, without further clearance from the exhibitor, if the exhibitor's carrier does not pick up on time. Where necessary to reroute shipments via car loading companies, trucking charges will be made to exhibitors and Freeman is relieved of all responsibility for taking such action. Where no disposition is made, materials will be taken to the Freeman warehouse to await exhibitor's shipping instructions and charged accordingly.

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EXHIBITOR LISTING & PRODUCT DIRECTORY

If you book your booth by October 15, your company information will be published in the Imaging USA show guide under the exhibitor listing. The following information will appear:

Company Name
Booth Number
City, State
Telephone
Email
Website

If you update your Imaging USA Exhibitor online profile by October 15 (using the user ID and password emailed to you) and choose your product categories, you will also appear in the show guide's product directory section. If you book after October 15, your company contact information will be in an addendum to the show guide; however, it will not contain the product categories. The 50-word company description will be online only (if you add it to your online profile) and will appear in real time. If you exhibited at the 2015 Imaging USA expo, your company's information may be carried over to the 2016 show. Please be sure to review your information to be sure of its accuracy.

EXHIBITOR APPRECIATION RECEPTION

Sunday, January 10   5pm – 6pm

We want to thank you, the exhibitors, for making the Imaging expo a success year after year. Please join us for the Exhibitor Appreciation Reception on Sunday, directly following the expo. This will be a good opportunity to ask our staff questions, offer suggestions or voice concerns. There is no speaker at the reception. Please wear your exhibitor badge for admission.

EXHIBITOR LOUNGE

An exhibitor lounge will be available inside the exhibit hall. Feel free to stop in and catch your breath! Some refreshments will be available. The lounge will be open only to exhibitors, so it's the perfect place to relax.

Hours:

Sunday, January 10	10am – 4:30pm
Monday, January 11	10am – 4:30pm
Tuesday, January 12	10am – 2:30pm

EXHIBITOR MARKETING

Exhibitors or exhibitor representatives must conduct all marketing and promotional activity within their contracted exhibit space. Placement of signs, promotional materials, or canvassing in any part of the convention center outside of your booth is prohibited.

EXHIBITOR REGISTRATION / BADGE PICKUP

Avoid waiting in registration lines by completing the online badge registration by December 14. If you have not received the email requesting you to log on to the PPA exhibitor badge site, please contact Trinh Le, Expo Manager, at tle@ppa.com. Additional full-access convention registrations can be purchased at ImagingUSA.org or by calling PPA's Customer Service Center at 800.786.6277.

If you pre-register, your badges will be mailed to you along with your confirmation. When you arrive at the exhibit hall, simply pick up your lanyard and you are on your way.

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ImagingUSA.org/Exhibitor-Resources

The exhibitor registration desk will be open the following hours:

Friday, January 8	12pm to 5pm
Saturday, January 9	8am to 5pm
Sunday, January 10	8am to 5pm
Monday, January 11	8am to 5pm
Tuesday, January 12	8am to 2pm



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FOOD & BEVERAGE

Levy Restaurants is the sole provider of food and beverages at Georgia World Congress Center. No one is allowed to bring food or beverages onto the premises to be sold, given away or used without the consent of Georgia World Congress Center. For information on distributing food and beverages within the convention center, contact Eric Ingvaldsen at 404.223.4139.

HOTEL RESERVATIONS

Please check ImagingUSA.org/hotel for information on discounted hotel rooms. If you're booking 10 or more rooms at the Omni Hotel CNN Center, headquarter hotel please contact Sonya Clark, Catering Manager at sclark@omnihotels.com or 404.818.4372. She'll be able to personally help you manage your staff rooms and reservations.

INSURANCE CLAIMS

All exhibitors must secure their own insurance in the case of exhibit damage, personal injury, fire, theft, etc. PPA and Imaging USA assume NO responsibility whatsoever pursuant to such insurance claims.

LEAD RETRIEVAL

Stay tuned for more information about lead retrieval.

LOAN/REMOVAL OF EQUIPMENT FROM EXPO FLOOR

We appreciate the fact that many exhibitors assist PPA by loaning equipment for use at convention programs. To ensure that equipment is returned to you in a timely fashion, please be advised of the following procedure: Only PPA convention staff (wearing staff ribbons), are authorized to remove equipment from the expo floor for use in the program rooms. In this case, staff will provide

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you with a "property removal form," which should be signed by you upon equipment removal and return. Upon your request, a copy of the signed form will be provided to you.

If your equipment is not returned in a timely matter, please see Trinh Le, Expo Manager, as soon as possible!

NOTE: If your company (or booth personnel) does not follow the above procedure and lends equipment to a program speaker directly, the speaker will be responsible for the safe return of said equipment. PPA and Imaging USA will not be held responsible for it in any way.

MATERIAL HANDLING

ADVANCE SHIPPING:
Pay close attention to the shipping instructions and material handling order form in the Freeman section of this manual. Exhibitors are strongly urged to ship all freight to the advance warehouse if it will arrive on or between December 4 and December 31. Shipments that are received in the advance warehouse are generally less expensive to deliver to your booth. Shipments received at the advance warehouse after December 31 are subject to late fees.

Freeman office and warehouse closed: December 24–25, 2015 & January 1, 2016.

Please use the following address and label format when shipping to the warehouse:

TO: Exhibiting Company Name / Booth #
IMAGING USA
C/O Freeman
841 Joseph E Lowery Blvd NW
Atlanta, GA 30318

SHIPPING TO SHOW SITE:
Freeman CANNOT accept show-site freight prior to noon on Friday, January 8, 2016.

When shipping directly to the show site on or between January 8 and 12, 2016, use the following address and label format:

TO: Exhibiting Company Name / Booth #
IMAGING USA
Georgia World Congress Center
C/O Freeman
285 Andrew Young International Blvd NW
Atlanta, GA 30313

NOTE: Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers and the carrier. This information is extremely important when trying to locate missing freight. Tracking numbers will be the best/most timely way to locate shipments that have not been delivered to your booth. Any freight accepted during show hours will not be delivered until after the show closes for the day.

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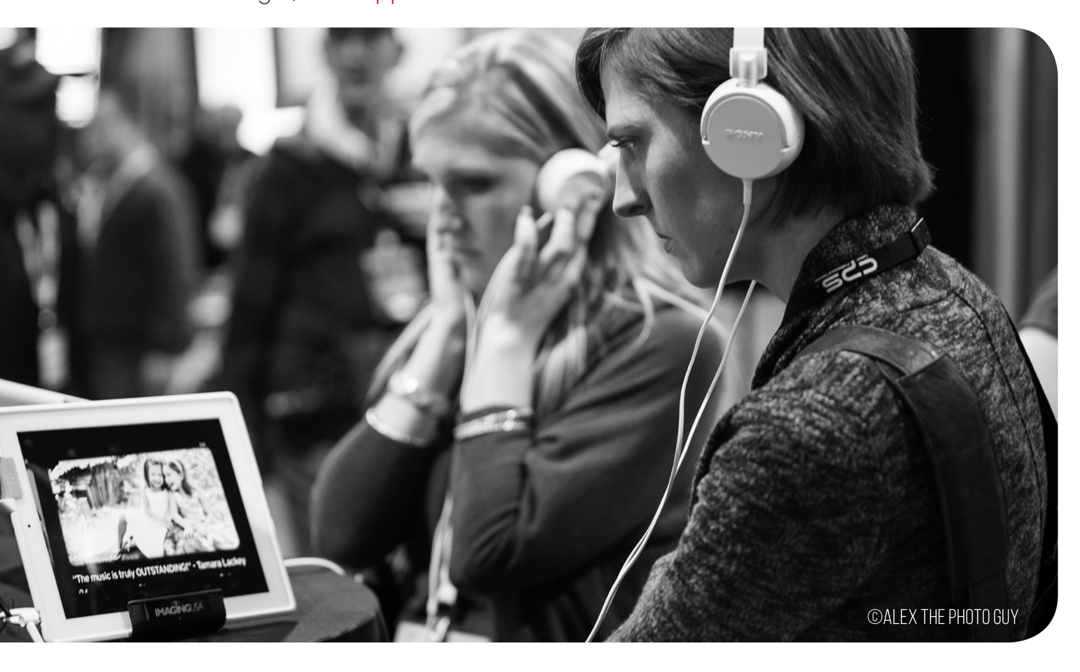
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MUSIC LICENSE

Exhibitors who intend to use copyrighted music in their booth during expo hours must obtain a music license. For more information, contact Trinh Le, Expo Manager, at tle@ppa.com.



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OFFICIAL SERVICE CONTRACTOR

Freeman is the official service contractor for Imaging USA. Freeman must perform all on-site material handling and rigging.

ORDER FORMS FOR FREEMAN

In order to properly service the exhibition, Freeman must receive your orders by December 14, 2015, for you to receive the early order discount (unless indicated otherwise on the form). All order forms are in this manual.

PROMOTE IMAGING USA TO YOUR CUSTOMERS

Encourage users and prospective buyers of your products to attend Imaging USA and visit your booth! Take advantage of several promotional items available at no charge, including complimentary expo passes, Imaging USA 2016 logo and web buttons, a press release about your participation at Imaging USA and more at ImagingUSA.org/exhibitor-resources.

SALES TAXES

If you are selling products on the show floor, the state of Georgia requires that you register for a tax license. The form can be found under the Additional Services section of this PDF.

SECURITY

Each exhibitor is responsible for safeguarding one's own goods, materials, equipment and exhibit at all times. PPA provides 24-hour security service for the perimeter of the exhibit hall; however, neither PPA, the contracted security service nor their corporate entities will be responsible for loss of or damage to any property.

SELLING PRODUCTS OR SERVICES

Show management does allow exhibitors to sell products and services on the show floor. Exhibitors that sell taxable goods or services on-site are responsible for registering as a dealer with the Georgia Department of Revenue. The form can be found under the Additional Services section of this PDF.

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SHOW GUIDE LISTINGS

To ensure your contact information and product categories are accurate for our printing of the Imaging USA show guide, please be sure to log in and proof your information. Information on logging in to your online profile will be emailed to you soon. The deadline to submit your information is October 15, 2015.

SHOW LOCATION

Imaging USA 2016 will be held at the Georgia World Congress Center (GWCC), Hall A, 285 Andrew Young International Blvd, Atlanta GA 30303
Phone: 404.223.4000

SPECIAL EVENTS

All special events are free of charge to exhibitors with full-convention badges. If exhibitors with "Expo Only" badges wish to attend these events the charge is $60 per event. Tickets will only be sold on-site at registration and directly outside the party venues.

SUNDAY, January 10
Imaging USA Opening Night Party, GWCC
8 – 11pm

MONDAY, January 11
Grand Imaging Awards, GWCC
6 – 7pm

TUESDAY, January 12
PPA's Award & Degree Ceremony (complimentary), GWCC
7 – 8pm

TUESDAY, January 12
Imaging USA Closing Night Party, Georgia Aquarium
8 – 11pm


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IMAGING USA
JANUARY 10 - 12, 2016
GEORGIA WORLD CONGRESS CENTER
ATLANTA, GA

CONCIERGE ELITE

Download the Concierge Elite app from the **Apple** app Store, **Android** Google Play or **Windows** App Store (search for Concierge Elite) or visit www.freemanco.com/solutions/mobile to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in tuxedo. Show management requires that all booths be carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by December 14, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Friday	January 08, 2016	12:00 PM - 5:00 PM
Saturday	January 09, 2016	8:00 AM - 5:00 PM
Sunday	January 10, 2016	9:30 AM - 11:30 AM

EXHIBIT HOURS

Sunday	January 10, 2016	11:30 AM - 5:00 PM
Monday	January 11, 2016	11:30 AM - 5:00 PM
Tuesday	January 12, 2016	11:30 AM - 3:30 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Tuesday	January 12, 2016	3:30 PM - 8:00 PM
Wednesday	January 13, 2016	8:00 AM - 12:00 PM

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, January 13, 2016 at 12:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Wednesday, January 13, 2016 at 10:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 fax (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN AUDIO VISUAL

4545 West Davis Street
Dallas, TX 75211
(214) 623-1308 fax (469) 621-5610
Yesenia.Mata@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by December 14, 2015. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman Online®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit www.freemanco.com/store and click on the "Login". If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or (817) 607-5000 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
IMAGING USA
C/O Freeman
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318

OFFICE & WAREHOUSE CLOSED

December 24 - 25, 2015 &
January 01, 2016 for Holiday

Freeman will accept crated, boxed or skidded material beginning Friday, December 04, 2015 at the above address. Material arriving after December 31, 2015 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
IMAGING USA
Georgia World Congress Center
C/O Freeman
285 Andrew Young International Blvd N W
Atlanta, GA 30313

Freeman will receive shipments at the exhibit facility beginning Friday, January 08, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 404-253-6494.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Atlanta Exhibitor Services at (404) 253-6494 or Freeman's Customer Support Center at (888)508-5054 US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by December 14, 2015.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (404-253-6494) with any questions or needs you may have.

Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

SmartWay® Transport Partner
Getting There With Cleaner Air

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

FREEMAN method of payment

F R E E M A N

841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 14, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (309613) **on your remittance.**

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Bank transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT# 1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT# 1252039192 Freeman

ACH Direct Deposit

ABA#:111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	**RIGGING INSTALLATION**	**RIGGING DISMANTLE**	**EXHIBIT TRANSPORTATION**	**HANGING SIGNS**			**GRAND TOTAL**

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at:** www.freemanco.com/store.
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?309613

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN third party authorization

IMAGING USA / JANUARY 10 - 12, 2016

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **FREEMAN EXHIBIT TRANSPORTATION**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **BOOTH CLEANING**
- ☐ **OTHER** ____________________

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.
The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met**:** This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS**. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT**. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. **DELIVERY TO THE CARRIER FOR RELOADING**. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS**. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. **CLAIM(S) FOR LOSS**. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than ***thirty (30) business days*** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman ***more than one (1) year*** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **maximum** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is a less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE**. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION**. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN**. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

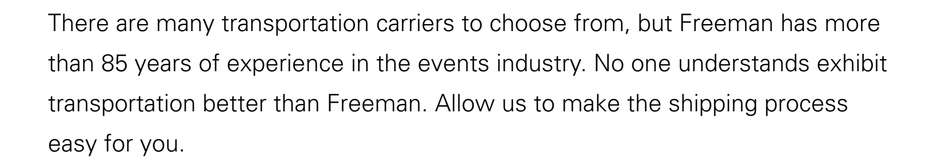
13. **WAIVER & RELEASE**. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER**. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

REV 11/13

EXHIBIT transportation





There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.





Don't forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.

EXHIBIT TRANSPORTATION services

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com

FREEMAN

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

FREEMAN exhibit transportation

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: ______

SHIPPER NAME ______

SHIPPER ADDRESS ______

______

______
(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

IMAGING USA

C/O: FREEMAN
841 JOSEPH E LOWERY BLVD N W
ATLANTA, GA 30318

MUST BE DELIVERED BY DECEMBER 31, 2015

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

IMAGING USA

C/O: FREEMAN
GEORGIA WORLD CONGRESS CENTER
285 ANDREW YOUNG INTERNATIONAL BLVD N W
ATLANTA, GA 30313

CANNOT BE DELIVERED BEFORE JANUARY 08, 2016

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $ ______

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Item	Est. Weight
____	Crates (wooden)	______
____	Cartons (cardboard)	______
____	Cases/Trunks (fiber) (color ______)	______
____	Skids/Pallets	______
____	Carpet (color ______)	______
____	Other (______)	______
____	Total	______

Size of largest piece: (H) ____ (W) ____ (L) ____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

______

______

______

______

Number of Labels : ______

FAX THIS COMPLETED FORM TO:
(469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (309613)

09/11

MOTOR CARGO

FREEMAN TERMS & CONDITIONS

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS**. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES**. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED**. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES**. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS**. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS**. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER**. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR $25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT**. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION**:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS**. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION**. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS**. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE**. If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.
Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.
Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE"S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are four categories of freight:

  Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

  Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

  Uncrated: material that is shipped loose or pad-wrapped, and / or unskidded machinery without proper lifting points.

  Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN
841 Joseph E. Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN material handling

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME ______________________ BOOTH #: ______________

CONTACT NAME: ______________________ PHONE #: ______________

E-MAIL ADDRESS ______________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 53.85	107.70
Special Handling Shipment	$ 62.45	104.90
Carpet and/or Pad Only Shipment	$ 80.75	161.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 48.00	96.00
Special Handling Shipment	$ 62.40	124.80
Uncrated or Pad Wrapped Shipment	$ 76.85	153.70
Carpet and/or Pad Only Shipment	$ 76.85	153.70
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	$ 40.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Description	Price Per CWT	200 lb. Minimum
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	$ 13.45	26.90
Show Site Shipment after Deadline	$ 12.00	24.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$ 12.00	24.00
Special Handling Shipment	$ 15.60	31.20
Uncrated or Pad Wrapped Shipment	$ 19.20	38.40
Carpet and/or Pad Only Shipment	$ 19.20	38.40
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	$ 12.00	24.00
Special Handling Shipment	$ 15.60	31.20
Uncrated or Pad Wrapped Shipment	$ 19.20	38.40
Carpet and/or Pad Only Shipment	$ 19.20	38.40

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		0.00% Tax	N/A
		Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

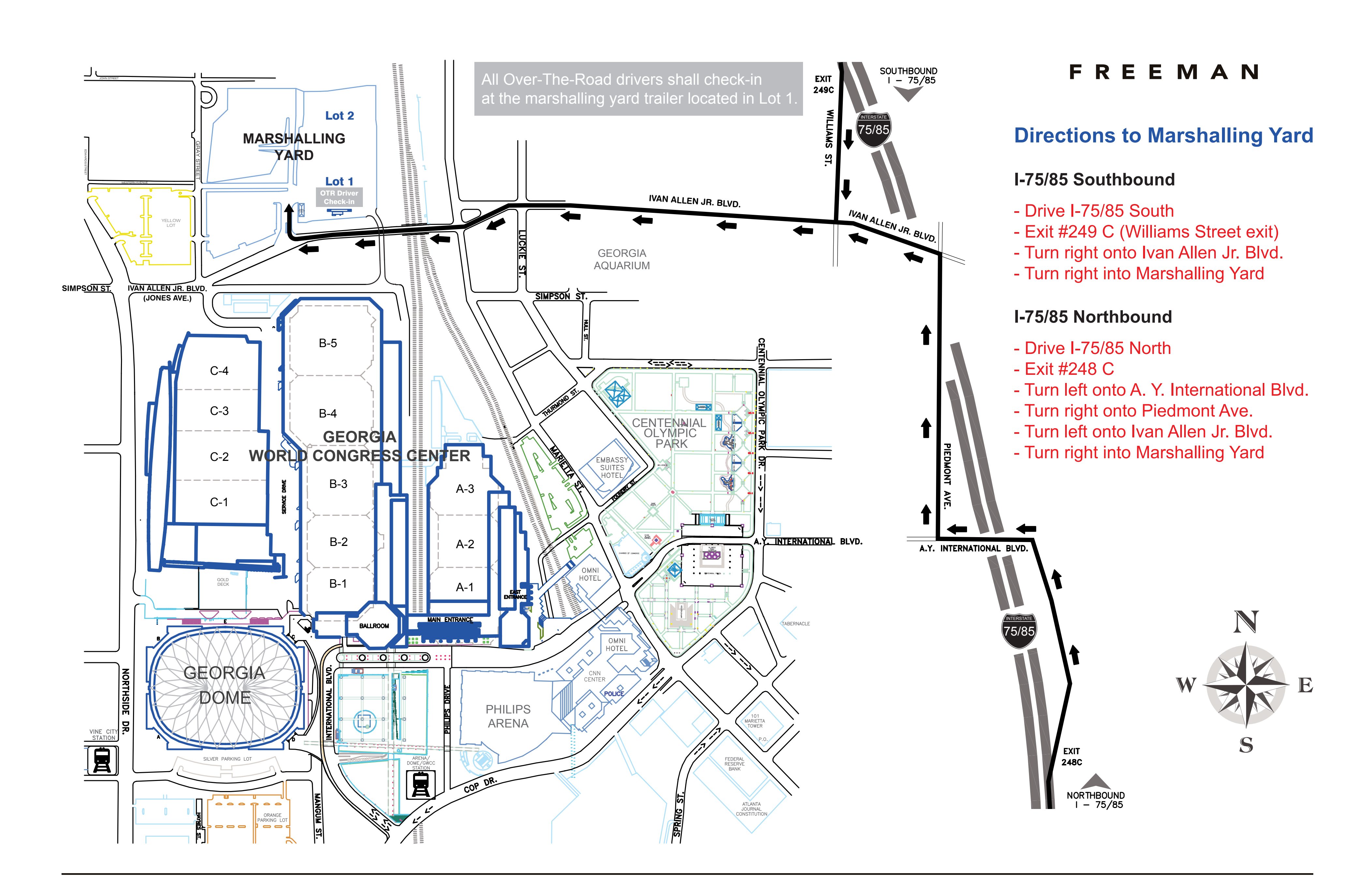
What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.



362 IVAN ALLEN JR. BLVD. MARSHALLING YARD

(formerly Jones Ave.)

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: ____

BILLING ADDRESS: ____

CITY: ____ STATE/ PROVINCE: ____ ZIP/ POSTAL CODE: ____

SHIP TO: COMPANY NAME: ____

DELIVERY ADDRESS: ____

____

CITY: ____ STATE/ PROVINCE: ____ ZIP/ POSTAL CODE: ____

PHONE#: ____ ATTN: ____

SPECIAL INSTRUCTIONS: ____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER ____

☐ OTHER VAN LINE ____

☐ OTHER AIR FREIGHT ____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: ____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: ____

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: DECEMBER 04, 2015

DEADLINE DATE IS: DECEMBER 31, 2015

TO:_____________________________________

EXHIBITOR NAME

C/O: **FREEMAN**
841 JOSEPH E LOWERY BLVD N W

ATLANTA, GA 30318

WAREHOUSE

EVENT: ***IMAGING USA***

BOOTH NO: ________ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: DECEMBER 04, 2015

DEADLINE DATE IS: DECEMBER 31, 2015

TO:_____________________________________

EXHIBITOR NAME

C/O: **FREEMAN**
841 JOSEPH E LOWERY BLVD N W

ATLANTA, GA 30318

WAREHOUSE

EVENT: ***IMAGING USA***

BOOTH NO:________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: DECEMBER 04, 2015

DEADLINE DATE IS: DECEMBER 31, 2015

TO: ______________________________
EXHIBITOR NAME

C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

HANGING SIGN

EVENT: *IMAGING USA*

BOOTH NO.________ NO. OF PIECES ________

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: DECEMBER 04, 2015

DEADLINE DATE IS: DECEMBER 31, 2015

TO: ______________________________
EXHIBITOR NAME

C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

HANGING SIGN

EVENT: *IMAGING USA*

BOOTH NO.________ NO. OF PIECES ________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 08, 2016

TO: ______________________________

EXHIBITOR NAME

C/O: **FREEMAN**

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD

ATLANTA, GA 30313

SHOW SITE

EVENT: ***IMAGING USA***

BOOTH NO: ________ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 08, 2016

TO: ______________________________

EXHIBITOR NAME

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTERNATIONAL BLVD

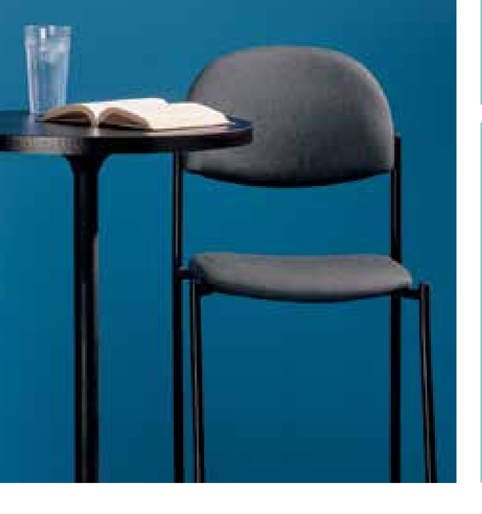
ATLANTA, GA 30313

SHOW SITE

EVENT: IMAGING USA

BOOTH NO: ________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool

17"W 16"L 36"H – N71092
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair

26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



executive chair

Black Tweed

28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.

seating

limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller
Gray
18"W 17.75"L 33"H – C210108



black diamond stool
22"W 18"L 46"H – N71088



soho bistro table (page 6)

lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



signature loveseat
Black
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair
Black
33"W 35"L 33"H – N71093



tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

glass conference table

Black or Chrome Pedestal
42"W 42"L 30"H – N72015
Rounded square glass top is supported by stylish metal frame in a choice of two colors.

cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027



Milano Table *(page 7)*
Diplomat Chair *(page 3)*

tables

pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.



soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164

metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



studio series

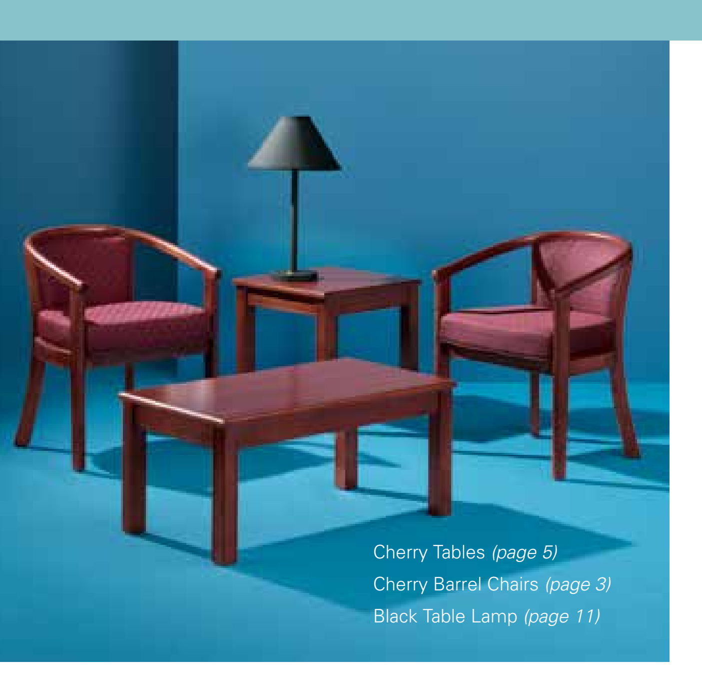
black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103





Cherry Tables *(page 5)*
Cherry Barrel Chairs *(page 3)*
Black Table Lamp *(page 11)*

office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.

office series

Cherry or Oak

five-foot desk

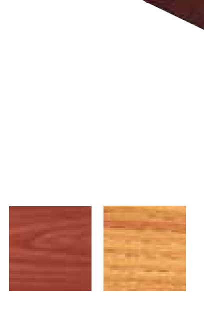
30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075







milano table

42"W 84"L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



hemingway writing table

Black
24"W 49"L 29"H – N720191





display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



	3'	4'	6'	8'
tables (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

black *blue* *brown* *dark green*
flax *gold* *gray* *plum*
red *white*

Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

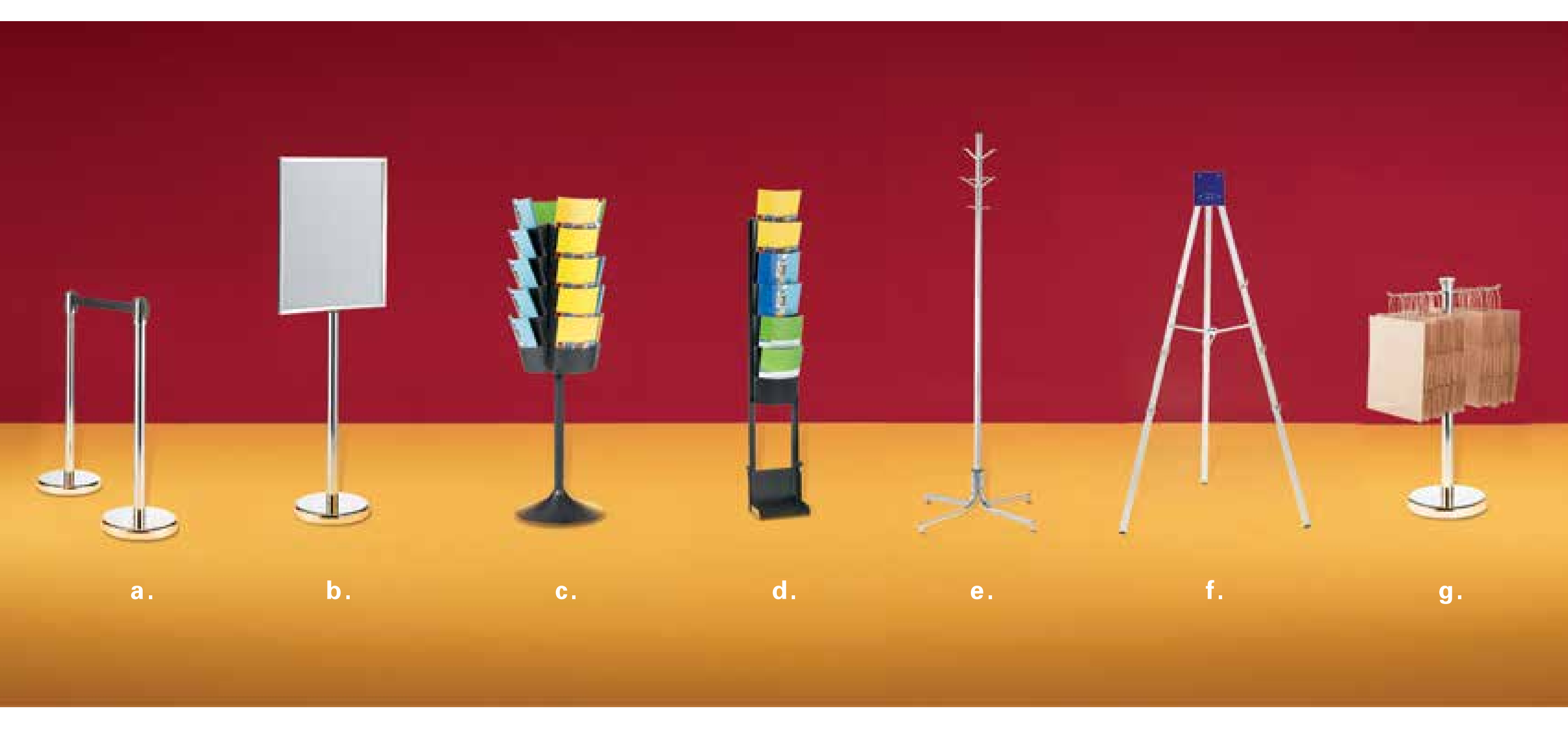
Black

24"W 49"L 42"H – N72056



accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



a. chrome stanchion with 8' retractable belt
42"H – C220121

b. chrome sign holder
Holds 22"x 28" sign – C220118

c. round literature rack
17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack
10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree
C220109

f. chrome easel
C220134

g. chrome bag rack
C220110

special draping
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

accessories

file cabinet with lock
Standard Size

two-drawer
15"W 29"L 28"H – N74082

four-drawer
15"W 29"L 50"H – N74081





floor-standing bulletin board
48"W 96"L 78"H – C10201484



table lamp*
Black
25"H – N75052



small refrigerator*
19"W 19"L 34"H – N75057



wastebasket
Wastebasket color may vary.
C220107



corrugated wastebasket
C220106



**Note: Electrical power must be ordered separately.*

FREEMAN

841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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DECEMBER 14, 2015

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CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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FURNISHINGS

CHAIRS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71092	Diva Counter Stool	186.35	205.00	260.90	________
____	N71091	Diva Chair	161.50	177.65	226.10	________
____	N710144	Diplomat Chair	193.65	213.00	271.10	________
____	N71038	Cherry Barrel Chair .... ☐ Cranberry ☐ Taupe	166.15	182.75	232.60	________
____	N71048	Gray Gaslift Stool w/Arms .	219.55	241.50	307.35	________
____	N71047	Gray Gaslift Stool	196.10	215.70	274.55	________
____	N71046	Gray Gaslift Chair w/Arms ..	175.60	193.15	245.85	________
____	N71045	Gray Gaslift Chair	150.40	165.45	210.55	________
____	N71044	Executive Chair	241.85	266.05	338.60	________
____	N71089	Black Diamond Side Chair..	115.20	126.70	161.30	________
____	N71090	Black Diamond Arm Chair..	132.55	145.80	185.55	________

CHAIRS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71088	Black Diamond Stool	156.35	172.00	218.90	________
____	C210108	Limerick® Chair................ by Herman Miller	36.75	40.83	54.44	________
____	C210109	Limerick® Stool............... by Herman Miller	106.70	117.35	149.40	________

LOUNGE SEATING

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N73091	Signature Loveseat	493.15	542.45	690.40	________
____	N71093	Signature Chair	370.60	407.65	518.85	________

TABLES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N72026	Cherry Cocktail Table..........	166.15	182.75	232.60	________
____	N72027	Cherry End Table................	137.55	151.30	192.55	________
____	N72015	Glass Conference Table...... ☐ Black ☐ Chrome	187.05	205.75	261.85	________
____	N72028	Metro Slate Cocktail Table...	166.15	182.75	232.60	________
____	N72029	Metro Slate End Table........	137.55	151.30	192.55	________
____	C115103	Studio Black Cocktail Table.	77.80	85.60	108.90	________
____	C115104	Studio Black End Table.......	77.80	85.60	108.90	________

TABLES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - SoHo Series						
____	N72066	Black-top Mini 18"W x 18"H	124.25	136.70	173.95	________
____	N72069	Black-top Cafe 24"W x 30"H ...	209.65	230.60	293.50	________
____	N72070	Black-top Bistro 24"W x 42"H	209.65	230.60	293.50	________
____	N72067	Black-top Café Table 36"x30".	209.65	230.60	293.50	________
____	N72068	Black-top Bistro 36"W x 42"H ..	209.65	230.60	293.50	________
Pedestal Tables - Chelsea Series - Butcher Block Top						
____	N72063	Café Table 30"W x 30"H	160.15	176.15	224.20	________
____	N72064	Café Table 36"W x 30"H	160.15	176.15	224.20	________
____	N720163	Bistro Table 30"W x 42"H	160.15	176.15	224.20	________
____	N720164	Bistro Table 36"W x 42"H	160.15	176.15	224.20	________

OFFICE FURNITURE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N72093	Milano Table/Blonde Top	445.20	489.70	623.30	________
____	N72092	Milano Table/Black Top	445.20	489.70	623.30	________
____	N72094	Luna Table/Black Top	526.25	578.90	736.75	________
____	N720191	Hemingway Writing Table	327.40	360.15	458.35	________
____	N74061	Cherry Desk 5'	460.70	506.75	645.00	________
____	N74065	Cherry Bookcase	158.40	174.25	221.75	________
____	N74064	Cherry Credenza	356.70	392.35	499.40	________
____	N74071	Oak Desk 5'	460.70	506.75	645.00	________
____	N74075	Oak Bookcase	158.40	174.25	221.75	________
____	N74074	Oak Credenza	356.70	392.35	499.40	________

DISPLAY FURNITURE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N72056	Display Counter.......................	298.40	328.25	417.75	________
____	N75079	Orion Computer Kiosk.............	362.35	398.60	507.30	________
____	N75030	Black Display Cube/Small.......	186.35	205.00	260.90	________
____	N75031	Black Display Cube/Medium....	202.40	222.65	283.35	________
____	N75032	Black Display Cube/Large.......	234.95	258.45	328.95	________
Display Cylinders						
____	N75020	Black Display Cylinder/Low.	177.25	195.00	248.15	________
____	N75021	Black Display Cylinder/Med.	205.20	225.70	287.30	________
____	N75022	Black Display Cylinder/Lg....	235.55	259.10	329.75	________

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FURNISHINGS

DISPLAY FURNITURE (continued)

Draped Tables - Tables are 24" wide

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C130330	Draped Table 3'L x 30"H.....	95.65	105.20	133.90	________
____	C130430	Draped Table 4'L x 30"H.....	118.10	129.90	165.35	________
____	C130630	Draped Table 6'L x 30"H.....	91.15	101.28	135.04	________
____	C130830	Draped Table 8'L x 30"H.....	91.15	101.28	135.04	________
____	C1240463	4th Side Drape 6'L x 30"H...	43.65	48.00	61.10	________
____	C1240483	4th Side Drape 8'L x 30"H...	43.65	48.00	61.10	________
____	C130342	Draped Counter 3'L x 42"H.	135.00	148.50	189.00	________
____	C130442	Draped Counter 4'L x 42"H.	157.45	173.20	220.45	________
____	C130642	Draped Counter 6'L x 42"H.	179.95	197.95	251.95	________
____	C130842	Draped Counter 8'L x 42"H.	202.50	222.75	283.50	________
____	C1240464	4th Side Drape 6'L x 42"H...	43.65	48.00	61.10	________
____	C1240484	4th Side Drape 8'L x 42"H...	43.65	48.00	61.10	________

Undraped Tables - Tables are 24" wide

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C131330	Undraped Table 3'L x 30"H..	47.75	52.55	66.85	________
____	C131430	Undraped Table 4'L x 30"H..	53.60	58.95	75.05	________
____	C131630	Undraped Table 6'L x 30"H..	53.50	59.44	79.26	________
____	C131830	Undraped Table 8'L x 30"H..	53.50	59.44	79.26	________
____	C131342	Undraped Counter 3'Lx42"H	68.30	75.15	95.60	________
____	C131442	Undraped Counter 4'Lx42"H	81.95	90.15	114.75	________
____	C131642	Undraped Counter 6'Lx42"H	95.65	105.20	133.90	________
____	C131842	Undraped Counter 8'Lx42"H	109.25	120.20	152.95	________

Table Top Risers - Risers are 8" wide

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C1504100	Black 4'L x 7"H Corrugated Riser..........	29.25	32.20	40.95	________
____	C1504101	White 4'L x 7"H Corrugated Riser..........	29.25	32.20	40.95	________
____	C1506100	Black 6'L x 7"H Corrugated Riser..........	34.25	37.70	47.95	________
____	C1506101	White 6'L x 7"H Corrugated Riser..........	34.25	37.70	47.95	________
____	C1508100	Black 8'L x 7"H Corrugated Riser..........	39.50	43.45	55.30	________
____	C1508101	White 8'L x 7"H Corrugated Riser..........	39.50	43.45	55.30	________

DISPLAY FURNITURE (continued)

Table Top Risers - Risers are 8" wide

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C1504200	Black 4'L x 14"H Corrugated Riser..........	44.75	49.25	62.65	________
____	C1504201	White 4'L x 14"H Corrugated Riser..........	44.75	49.25	62.65	________
____	C1506200	Black 6'L x 14"H Corrugated Riser..........	54.75	60.25	76.65	________
____	C1506201	White 6'L x 14"H Corrugated Riser..........	54.75	60.25	76.65	________
____	C1508200	Black 8'L x 14"H Corrugated Riser..........	64.75	71.25	90.65	________
____	C1508201	White 8'L x 14"H Corrugated Riser..........	64.75	71.25	90.65	________

ACCESSORIES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C220121	Chrome Stanchion w/belt ..	83.20	91.50	116.50	________
____	C220118	Chrome Sign Holder	85.80	94.40	120.10	________
____	N750135	Round Literature Rack	210.50	231.55	294.70	________
____	N750136	Flat Literature Rack	193.65	213.00	271.10	________
____	C220109	Chrome Coat Tree	54.70	60.15	76.60	________
____	C220134	Chrome Easel	35.10	38.60	49.15	________
____	C220110	Chrome Bag Rack	97.75	107.55	136.85	________
____	220107	Wastebasket	N/A	N/A	N/A	________
____	220106	Corrugated Wastebasket.....	16.25	18.06	24.07	________
____	N75057	Small Refrigerator	364.05	400.45	509.65	________
____	N75052	Black Table Lamp	85.25	93.80	119.35	________
____	N74082	File Cabinet/2 Drawer	112.05	123.25	156.85	________
____	N74081	File Cabinet/4 Drawer	147.25	162.00	206.15	________
____	10201484	Bulletin Board	174.90	192.40	244.85	________

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	12103	Special Drape 3'H (per ft.) ..	16.75	18.45	23.45	________
____	12108	Special Drape 8'H (per ft.) ...	23.05	25.35	32.25	________

TOTAL COST

________ + ________ = ________

Sub-Total 8 % Tax Total Cost

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ACCESSORIES

PERFBOARD-SINGLE SIDED — Vertical, Horizontal

BULLETIN BOARD

CHROME GARMENT RACK

FISH BOWL

TICKET TUMBLER

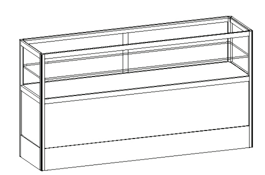
2' x 8' GRID PANELS

GRID ACCESSORIES

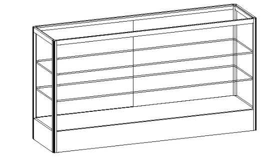
GRID LEGS

2-WAY STRAIGHT ARM

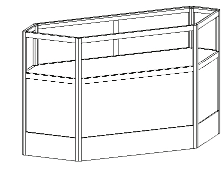
4-WAY SLANT ARM



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201287	½M x 87" - Single Sided	$106.20	116.80	148.70	________
_____	10201288	½M x 87" - Double Sided	$148.70	163.55	208.20	________
_____	10201087	1M x 87" - Single Sided	$169.30	186.25	237.00	________
_____	10201088	1M x 87" - Double Sided	$211.15	232.25	295.60	________
_____	10201484	4'x8' -Bulletin Board/Horz	$174.90	192.40	244.85	________
ACCESSORIES						
_____	10406	Garment Rack	$81.75	89.95	114.45	________
_____	15905	Fish Bowl	$25.10	27.60	35.15	________
_____	159011	Ticket Tumbler - small	$59.35	65.30	83.10	________
_____	10404	4-way Slant Arm	$176.30	193.95	246.80	________
_____	10403	2-way Straight Arm	$137.55	151.30	192.55	________
GRIDS (continued)						
_____	103028	Chrome - Grid	$107.60	118.35	150.65	________
_____	103011	White - Grid	$107.60	118.35	150.65	________
_____	103029	Chrome - Grid Legs	$36.00	39.60	50.40	________
_____	103029	White - Grid Legs	$36.00	39.60	50.40	________
_____	10307	7-Ball Waterfall (for grids)	$14.65	16.10	20.50	________

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
SHOWCASES						
_____	175561	Full Vision Case	$623.00	685.30	872.20	________
_____	175560	Half Vision Case	$559.90	615.90	783.85	________
_____	175563	Corner Case	$481.25	529.40	673.75	________

FULL VISION CASE 79 ½"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32³/8" of viewing area. No storage below display area.

HALF VISION CASE 79 ½"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14½" of viewing area.

CORNER SHOW CASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.

All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.

Electrical service for lightbar must be arranged through the facility.

TOTAL COST

Sub-Total ________ *+ Tax (8%)* ________ *= TOTAL* ____________

Don't see what you need?
Please call an Exhibitor Services Representative @ 404-253-6494.

(309613) ALL CONV CTRS 16

FREEMAN accessories

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SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

naples







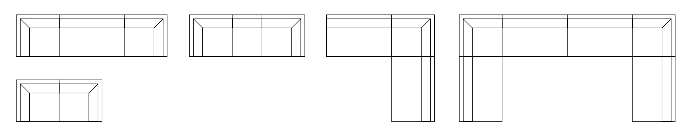
chair
Black Leather
36″L 30″D 28″H – 810119

loveseat
Black Leather
62″L 30″D 28″H – 830120

sofa
Black Leather
87″L 30″D 28″H – 830119

heathrow

possible configurations:









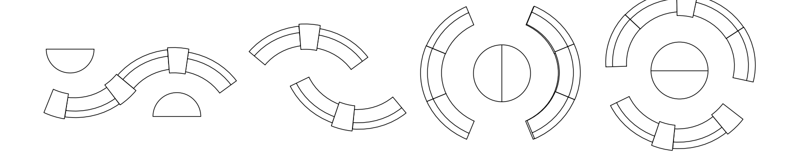
armless chair
Black Leather
24″L 24″D 28″H – 810116

corner chair
Black Leather
24″L 24″D 28″H – 810117

sofa
Black Leather
48″L 24″D 28″H – 830116

south beach


possible configurations (featuring the half round ottomans from page 5):







sofa
Platinum Suede
69″L 29″D 33″H – 8301

ottoman
Platinum Suede
25″L 31″D 18″H – 8151

key west







loveseat
Black Fabric
57″L 35″D 33″H – 8307

sofa
Black Fabric
85″L 35″D 33″H – 8306

tub chair
Black Fabric
31″L 31″D 31″H – 8103

seating



allegro

chair
Blue Fabric
36″L 34.5″D 30″H – 81019

sofa
Blue Fabric
73″L 34.5″D 29.5″H – 83015





tangiers

chair
Beige Fabric
34″L 37″D 36″H – 810118

sofa
Beige Fabric
78″L 37″D 36″H – 830118





roma

chair
White Vinyl
37″L 31″D 33″H – 81020

sofa
White Vinyl
78″L 31″D 33″H – 83016



casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square

Black Leather – 815123
White Leather – 815122
34″L 34″D 15″H



half round ottoman

White Leather – 81514
Black Leather – 81513
72″L 36″D 17″H



ottoman bench

Black Leather – 815121
White Leather – 815120
60″L 20″D 18″H



leather cube

Black Leather – 81512
White Leather – 81511
17″L 17″D 18″H



edge LED cube

High Density Plastic
20″L 20″D 20″H – 81526



ottomans

vibe cube

Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
Orange Vinyl – 81525
18″L 18″D 18″H



occasional chairs

madrid chair

Black Leather/Chrome
30″L 30″D 31″H – 8102



madrid chair

White Leather/Chrome
30″L 30″D 31″H – 810816



meeting chair (espresso)

Bonded Leather/Wood Legs
25.5″L 23.5″D 34″H – 810835



meeting chair (taupe)

Microfiber/Wood Legs
25.5″L 23.5″D 34″H – 810836



occasional chairs

t-vac chair
Translucent/Chrome Legs
25"L 23"D 30"H – 8101



swanson chair
White Vinyl
28"L 25"D 18"H – 810875



ICE side chair
Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814



fusion chair (black/white)
White/Black High Density Plastic
19"L 21"D 32"H – 810838



christopher chair
White Vinyl/Chrome
17"L 19"D 35"H – 810846



iso mesh pull-up chair
Black Vinyl/Black Steel
26"L 24"D 38"H – 810707



occasional chairs

razor armless chair
High Density Plastic
15.38"L 15.5"D 30.5"H – 810837



new york chair
Onyx/Maple Wood/Chrome
23"L 32"D 33"H – 81090



panton chair
White Plastic
20"L 24"D 33"H – 81017



jetson chair
Black Vinyl/Black Steel
19"L 18"D 31"H – 810702



madden chair
Light Gray Vinyl
27"L 32"D 33"H – 810843



wendy chair
Clear Acrylic
15"L 19.7"D 35.8"H – 810847



occasional chairs

berlin stack chair

White & Red Plastic/Chrome – 810811
White & Black Plastic/Chrome – 810810
18″L 22″D 32″H





conference chairs

luxor executive chair

Black Leather
27″L 28″D 47″H
Adjustable – 810807



labrea chair

Charcoal Gray Fabric
35″L 27″D 40″H – 810874



pro executive chair

White Vinyl
27.5″L 27.5″D 45.7″H – 810844



perth highback chair

Black Leather/Chrome
23″L 21″D 43″H
Adjustable – 810813



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel

25″L 20″D 34″H – 81063



altura junior executive chair

Black Fabric

25″L 25″D 37″H

Adjustable – 81073



flex chair

Black Plastic/Chrome

24″L 22″D 31″H – 81018



bars & barstools

lift barstool

Gray Vinyl/Chrome

15″ Round 23-33.5″H

Adjustable – 810842



ICE barstool

Transparent/Chrome Legs

16.75″L 16″D 37.75″H – 810815

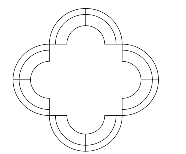
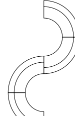
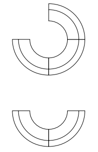


bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

Gray Fabric/Chrome – 810872
Red Fabric/Chrome – 810873
Black Fabric/Chrome – 810871
White Fabric/Chrome – 810870
15" Round 23-33.5"H Adjustable



Tables in coordinating colors are available upon request.

bars & barstools

oslo barstool

Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17″L 20″D 30″H



banana barstool

White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21″L 22″D 30″H



jetson barstool

Black Vinyl/Black Steel
18″L 19″D 29″H – 810706



zoey barstool

White Vinyl/Chrome – 810840
Black Vinyl/Chrome – 810834
15″L 17″D 31-35″H

gin barstool

Maple Wood/Chrome
16″L 16″D 29″H – 810505



shark swivel barstool

White Plastic/Chrome
22″L 19″D 34-44″H
Adjustable – 810202



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

occasional end & cocktail tables

mosaic table (set of 3)

Metal/Wood – 820846
12″L 14″D 16″H
16.5″L 15″D 18″H
20.5″L 16″D 20″H



candy table

White Plastic/Black Laminated
18″L 18″D 18″H – 82056



aura round table

White Metal
15″ Round 22″H – 820844



edge LED lighted table

White Plastic/Clear Acrylic
20″L 20″D 20″H – 82057



occasional end & cocktail tables



silverado

end table
Tempered Glass/Painted Steel
24" Round 22"H – 82015

table
Tempered Glass/Painted Steel
36" Round 17"H – 82014





inspiration

end table
Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023

table
Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022





geo

end table
Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H

table
Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H





sydney

end table
Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H

table
Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H



conference tables

nova white oval table

White Laminate/Chrome

71"L 35.5"D 29"H – 82060



geo conference table

Glass/Black Steel – 82041

Glass/Chrome – 82051

60"L 36"D 29"H



communal table (maple with grommets)

Laminate/Metal

72"L 26"D 30"H – 82058

72"L 26"D 42"H – 82059



manhattan table

Glass/Black Steel

42" Round 29"H – 82033



communal table (maple)

Laminate/Metal

72"L 26"D 30"H – 82067

72"L 26"D 42"H – 82068



communal table (white)

Laminate/Metal

72"L 26"D 30"H – 82063

72"L 26"D 42"H – 82066



conference tables

42” round white conference table

White Laminate

42” Round – 820708



computer / desk / table

work desk

White Powder Coat

48”L 24”D 30”H – 820706



merlin table

Gray Laminate

46”L 29”D 30”H – 820707



rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

e table

Wood

15.5″L 27.5″D 21″H – 820845

Some configurations require two tables. Only one table per order.

possible configurations:







rustique chair with arms

Gunmetal

20″L 18″D 31″H – 810841



rustique barstool

Gunmetal

13″L 13″D 30″H – 810839



timber table

Wood

16″ Round 27.5″D 17″H – 820843



product display

etagere
Black – 850604
Silver – 850605
30″L 16″D 70″H



locking door pedestal
Black Laminate
24″L 24″D 42″H – 85078

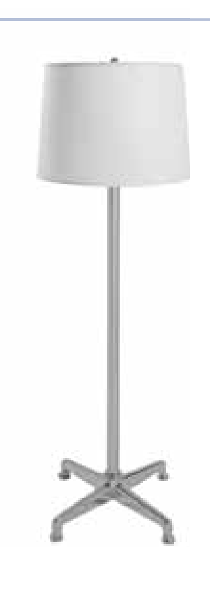


lighting

mason table lamp*
White/Brushed Silver
16″ Round 26″H – 850707



mason floor lamp*
White/Brushed Silver
18″ Round 55″H – 850708



refrigerators

refrigerator*
White
14.0 cubic feet
20″L 30″D 65″H – 8503001



*Electrical power must be ordered seperately.

tablet stand

mobile tablet stand
White – 850714
Black – 850715
14″L 13″D 44.5″H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75″x 9.375″ but not larger than 8.5″x 12.5″, including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*
Black – 850711
8.625″L 1.1″D 11.325″H



wireless printer holder*
Black – 850712
3.3″L 1.9″D 5.28″H



charging shelf*
Black – 850713
14.85″L 7.17″D 1″H



*To be ordered with the tablet stand.

FREEMAN

841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

DECEMBER 14, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		SEATING				
		Naples Group - Black Leather				
	810119	Chair	361.05	397.15	505.45	
	830120	Loveseat	484.20	532.60	677.90	
	830119	Sofa	537.25	591.00	752.15	
		Heathrow Group -Black Leather				
	810116	Armless Chair	273.40	300.75	382.75	
	810117	Corner Chair	318.70	350.55	446.20	
	830116	Sofa	462.95	509.25	648.15	
		South Beach Group - Platinum Suede				
	8301	Sofa	501.45	551.60	702.05	
	8151	Ottoman	219.15	241.05	306.80	
		Key West Group - Black Fabric				
	8307	Loveseat	407.30	448.05	570.20	
	8306	Sofa	450.95	496.05	631.35	
	8103	Tub Chair	313.25	344.60	438.55	
		Allegro Group - Blue Fabric				
	81019	Chair	395.55	435.10	553.75	
	83015	Sofa	631.40	694.55	883.95	
		Tangiers Group - Beige Fabric				
	810118	Chair	319.95	351.95	447.95	
	830118	Sofa	448.30	493.15	627.60	
		Roma Group - White Vinyl				
	81020	Chair	442.70	486.95	619.80	
	83016	Sofa	678.60	746.45	950.05	
		CASUAL SEATING				
		Ottomans				
	815123	Endless Square - Black Leather	231.50	254.65	324.10	
	815122	Endless Square - White Leather	231.50	254.65	324.10	
	815121	Bench - Black Leather	278.45	306.30	389.85	
	815120	Bench - White Leather	278.45	306.30	389.85	
	81513	Half Round - Black Leather	313.25	344.60	438.55	
	81514	Half Round - White Leather	313.25	344.60	438.55	
		Cubes				
	81518	Vibe - Blue Vinyl	112.50	123.75	157.50	
	81520	Vibe - Pink Vinyl	112.50	123.75	157.50	
	81519	Vibe - Red Vinyl	112.50	123.75	157.50	
	81517	Vibe - Yellow Vinyl	112.50	123.75	157.50	
	81525	Vibe - OrangeVinyl	112.50	123.75	157.50	
	81511	Leather Cube - White Leather	87.15	95.85	122.00	
	81512	Leather Cube - Black Leather	87.15	95.85	122.00	
	81526	Edge LED Cube - High Density Plastic	153.55	168.90	214.95	

FREEMAN select furnishings

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NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		CASUAL SEATING				
		Occasional Chairs				
	8102	Madrid Chair - Black Leather....................................	626.45	689.10	877.05	
	810816	Madrid Chair - White Leather....................................	626.45	689.10	877.05	
	810835	Meeting Chair (Espresso)...	162.25	178.50	227.15	
	810836	Meeting Chair (Taupe)..	212.85	234.15	298.00	
	8101	T-vac Chair - Translucent/Chrome	244.40	268.85	342.15	
	810875	Swanson Chair - White Vinyl....................................	196.75	216.45	275.45	
	810814	ICE Side Chair - Transparent/Chrome......................	165.25	181.80	231.35	
	810838	Fusion Chair Black/White..	111.65	122.80	156.30	
	810846	Christopher Chair - White Vinyl/Chrome...................	89.80	98.80	125.70	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	238.70	262.55	334.20	
	810837	Razor Armless Chair...	43.60	47.95	61.05	
	81090	New York Chair - Onyx/Maple Wood/Chrome...........	148.00	162.80	207.20	
	81017	Panton Chair - White Plastic.....................................	150.30	165.35	210.40	
	810702	Jetson Chair - Black Vinyl/Black Steel......................	148.00	162.80	207.20	
	810843	Madden Chair - Light Gray Vinyl...............................	331.50	364.65	464.10	
	810847	Wendy Chair - Clear Acrylic......................................	88.30	97.15	123.60	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	84.90	93.40	118.85	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	84.90	93.40	118.85	
		Conference Chairs				
	810807	Luxor Executive Chair - Black Leather.....................	332.75	366.05	465.85	
	810874	Labrea Chair - Charcoal Gray Fabric........................	231.00	254.10	323.40	
	81018	Flex Chair - Black Plastic/Chrome............................	122.75	135.05	171.85	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel...	251.30	276.45	351.80	
	810813	Perth Highback Chair - Black Leather/Chrome..........	346.50	381.15	485.10	
	81073	Altura Junior Executive Chair - Black Fabric............	275.40	302.95	385.55	
	810844	Pro Executive Chair - White Vinyl.............................	204.60	225.05	286.45	
		Bars & Bar Stools				
	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs...	1,096.85	1,206.55	1,535.60	
	810872	Lift Hydraulic Barstool - Gray VinylChrome...........	119.10	131.00	166.75	
	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome...........	119.10	131.00	166.75	
	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.........	119.10	131.00	166.75	
	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.........	119.10	131.00	166.75	
	810202	Shark Swivel Barstool - White Plastic/Chrome..........	264.90	291.40	370.85	
	810103	Banana Barstool - White Vinyl/Chrome....................	149.15	164.05	208.80	
	810104	Banana Barstool - Black Vinyl/Chrome.....................	149.15	164.05	208.80	
	810815	ICE Barstool - Transparent/Chrome.........................	176.75	194.45	247.45	
	810505	Gin Barstool - Maple Wood/Chrome.........................	132.00	145.20	184.80	
	810706	Jetson Barstool - Black Vinyl/Black Steel.................	206.55	227.20	289.15	
	810200	Oslo Barstool - Blue Plastic/Chrome.........................	188.20	207.00	263.50	
	810201	Oslo Barstool - White Plastic/Chrome......................	188.20	207.00	263.50	
	810840	Zoey Barstool - White Vinyl/Chrome.........................	232.00	255.20	324.80	
	810834	Zoey Barstool - Black Vinyl/Chrome..........................	232.00	255.20	324.80	
	810842	Lift Barstool - Gray Vinyl/Chrome.............................	119.10	131.00	166.75	

FREEMAN select furnishings

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NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		TABLES				
		Occasional End & Cocktail Tables				
	820846	Mosaic Table (set of 3) - Metal/Wood........................	148.65	163.50	208.10	
	820844	Aura Round Table - White Metal..............................	95.70	105.25	134.00	
	82056	Candy Table - White Plastic/Black Laminated..........	132.60	145.85	185.65	
	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	153.55	168.90	214.95	
	82015	Silverado End Table - Tempered Glass/Painted Steel..	200.80	220.90	281.10	
	82014	Silverado Table - Tempered Glass/Painted Steel......	213.40	234.75	298.75	
	82025	Geo End Table - Glass/Black Steel..........................	181.25	199.40	253.75	
	82035	Geo End Table - Glass/Chrome...............................	181.25	199.40	253.75	
	82024	Geo Table - Glass/Black Steel.................................	200.80	220.90	281.10	
	82034	Geo Table - Glass/Chrome	200.80	220.90	281.10	
	82023	Inspiration End Table - Tempered Glass/Painted Steel..	231.75	254.95	324.45	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	244.40	268.85	342.15	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	187.00	205.70	261.80	
	82055	Sydney End Table - White Laminate/Brushed Steel..	187.00	205.70	261.80	
	82052	Sydney Table - Black Laminate/Brushed Steel.........	226.05	248.65	316.45	
	82053	Sydney Table - White Laminate/Brushed Steel.........	226.05	248.65	316.45	
		Conference Tables				
	82060	Nova White Oval Table - White Laminate/Chrome....	453.65	499.00	635.10	
	82033	Manhattan Table - Glass/Black Steel.......................	239.80	263.80	335.70	
	82041	Geo Conference Table - Glass/Black Steel..............	338.45	372.30	473.85	
	82051	Geo Conference Table - Glass/Chrome...................	338.45	372.30	473.85	
	82058	Communal Table 30"H (Maple with Grommets).........	382.05	420.25	534.85	
	82059	Communal Table 42"H (Maple with Grommets).........	535.55	589.10	749.75	
	82067	Communal Table 30"H Maple...................................	382.05	420.25	534.85	
	82068	Communal Table 42"H Maple...................................	535.55	589.10	749.75	
	82063	Communal Table 30"H White..................................	382.05	420.25	534.85	
	82066	Communal Table 42"H White..................................	535.55	589.10	749.75	
	820708	42" Round White Conference Table-White Laminate	300.55	330.60	420.75	
		Computer Desk/Tables				
	820706	Work Desk - White Powder Coat..............................	258.95	284.85	362.55	
	820707	Merlin Table - Gray Laminate...................................	269.35	296.30	377.10	
		RUSTIQUE COLLECTION				
	820845	Rustique E Table..	125.10	137.60	175.15	
	810841	Rustique Chair with Arms...	89.80	98.80	125.70	
	810839	Rustique Barstool..	89.80	98.80	125.70	
	820843	Rustique Timber Table...	107.50	118.25	150.50	

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PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Display						
______	850604	Etagere - Black..	247.80	272.60	346.90	______
______	850605	Etagere -Pewter...	247.80	272.60	346.90	______
______	85078	Locking Door Pedestal - Black Laminate..................	369.45	406.40	517.25	______
Refrigerator						
______	8503001	Refrigerator - White..	620.65	682.70	868.90	______
Lighting						
______	850707	Mason Table Lamp - White/Brushed Silver..............	123.40	135.75	172.75	______
______	850708	Mason Floor Lamp - White/Brushed Silver...............	183.30	201.65	256.60	______
Tablet Stand						
______	850714	Mobile Tablet Stand - White......................................	219.75	241.75	307.65	______
______	850715	Mobile Tablet Stand - Black.......................................	219.75	241.75	307.65	______
Tablet Stand Accessories						
______	850711	Brochure Holder - Black...	21.85	24.05	30.60	______
______	850712	Wireless Printer Holder - Black..................................	21.85	24.05	30.60	______
______	850713	Charging Shelf - Black...	21.85	24.05	30.60	______

TOTAL COST

______ + ______ = ______

Sub-Total 8% Tax Total Cost

select furnishings

FREEMAN

Take advantage of the Online price by ordering at www.freemanco.com/store before DECEMBER 14, 2015

carpet







When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



Color(s) available in both 28 oz. and 40 oz.

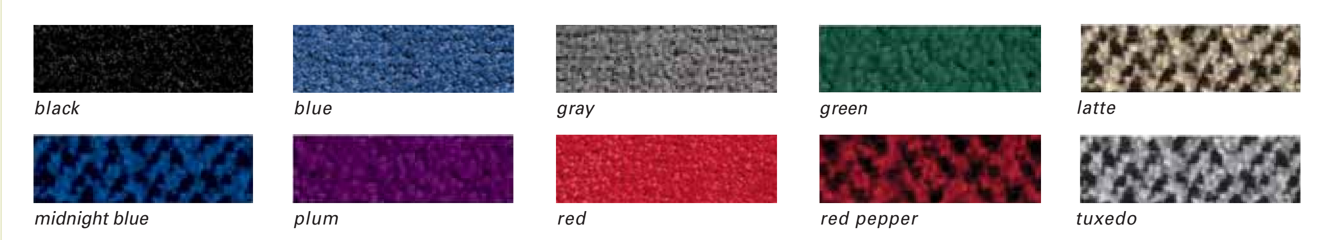
classic CARPET

custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our Classic carpet comes in a variety of sizes: 9′ x 10′, 9′ x 20′, 9′ x 30′, 9′ x 40′ and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

Actual color(s) may vary slightly.

FREEMAN

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
DECEMBER 14, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN carpet

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: ____ BOOTH #: ____ BOOTH SIZE: ____ X ____

CONTACT NAME : ____ PHONE #: ____

E-MAIL ADDRESS : ____

For Assistance, please call **(404) 253-6494** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - *40 oz. Carpet:*

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ______ sq. ft. @	$ 3.95	$ 4.35	$ 5.55	______
Over 700 sq. ft.	Booth Size: ____ x ____ = ______ sq. ft. @	$ 3.60	$ 3.95	$ 5.05	______

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ______ sq. ft. @	$ 3.20	$ 3.50	$ 4.50	______
Over 700 sq. ft.	Booth Size: ____ x ____ = ______ sq. ft. @	$ 2.95	$ 3.25	$ 4.15	______

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)

		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ______ sq. ft. @	$ 2.65	$ 2.90	$ 3.70	______

CLASSIC CARPET - includes delivery, material handling, installation and removal

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
______	9' x 10' Classic Carpet	$ 112.75	$ 125.28	$ 167.04	______
______	9' x 20' Classic Carpet	$ 337.80	$ 371.60	$ 472.90	______
______	9' x 30' Classic Carpet	$ 507.10	$ 557.80	$ 709.95	______
______	9' x 40' Classic Carpet	$ 674.90	$ 742.40	$ 944.85	______

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
______	9' x 10' Carpet Padding	$ 65.70	$ 72.25	$ 92.00	______
______	9' x 20' Carpet Padding	$ 131.40	$ 144.55	$ 183.95	______
______	9' x 30' Carpet Padding	$ 197.10	$ 216.80	$ 275.95	______
______	9' x 40' Carpet Padding	$ 262.80	$ 289.10	$ 367.90	______
______	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	$ .73	$ .80	$ 1.00	______
______	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	$ .51	$ .55	$ .70	______
______	Plastic Covering (price per sq. ft.)	$ .46	$ .50	$ .65	______

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

______ Sub- Total + ______ 8% Tax = ______ Total Cost

Take advantage of the Online price by ordering at www.freemanco.com/store before DECEMBER 14, 2015

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
______	610100	Booth Vacuuming - One Time	.51	.70	______
______	610200	Booth Vacuuming - 2 Days	.73	1.00	______
______	610300	Booth Vacuuming - 3 Days	1.00	1.40	______

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
______	630100	Shampoo Carpet - One Time	.60	.85	______
______	630200	Shampoo Carpet - 2 Days	1.20	1.70	______
______	630300	Shampoo Carpet - 3 Days	1.75	2.45	______

PORTER SERVICE *(per day)*

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
______	620500	Exhibit Area / Under 500 sq.ft.	83.75	117.25	______
______	6201500	Exhibit Area / 501 - 1,500 sq. ft.	117.25	164.15	______
______	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	147.95	207.15	______
______	6203500	Exhibit Area / Over 2,500 sq.ft.			Call for Quote

TOTAL COST

______ Sub-Total + ______ 8 %Tax = ______ Total Cost

RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com

FREEMAN



Package 3



Package 3 upgraded with graphics and cabinet



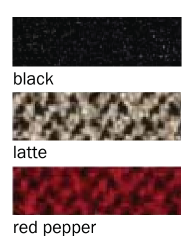
Package 4

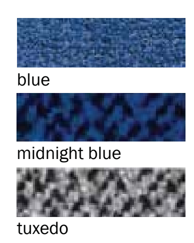


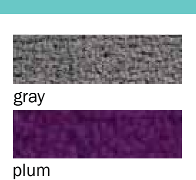
Package 4 upgraded with graphics and cabinet

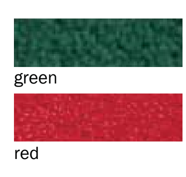
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Color Options - Classic Carpet









black, blue, gray, green

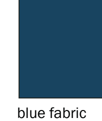
latte, midnight blue, plum, red

red pepper, tuxedo

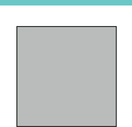
Color Options - Fabric and Hardwall Panels



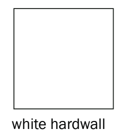
black fabric



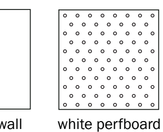
blue fabric



gray fabric



white hardwall



white perfboard

Upgrades available for under $500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Package 5



Package 5 upgraded with graphics and cabinet



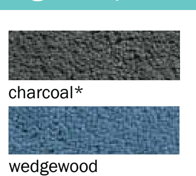
Package 6

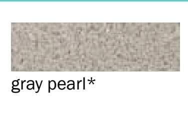


Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet







black* cardinal charcoal* cream gray pearl*

navy* toast wedgewood white*

**Colors available in both 28 oz. and 40 oz.*

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



www.freemanco.com/customexhibits

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 14, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN rental exhibits

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(404) 253-6494** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	2,596.90	3,635.65	☐ **10' x 20'**	5,193.75	7,271.25	______
Package 2	☐ **10' x 10'**	1,685.95	2,360.35	☐ **10' x 20'**	3,371.90	4,720.65	______
Package 3	☐ **10' x 10'**	2,194.75	3,072.65	☐ **10' x 20'**	4,389.60	6,145.45	______
Package 4	☐ **10' x 10'**	1,989.90	2,785.85	☐ **10' x 20'**	3,979.75	5,571.65	______
Package 5	☐ **10' x 10'**	1,933.70	2,707.20	☐ **10' x 20'**	3,867.55	5,414.55	______
Package 6	☐ **10' x 10'**	2,022.00	2,830.80	☐ **10' x 20'**	4,044.00	5,661.60	______

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:
Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.
Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications.
Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.
Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color ______
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type ______

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

______ + ______ = ______
Sub-Total 8 % Tax Total Cost

FREEMAN exhibit accessories

FREEMAN

841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 14, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals) | **SHELVES (use only on rentals)** | **CABINETS**

GONDOLAS | **RADIUS CABINET (does not have doors)** | **LITERATURE POCKETS**

LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
____	172512	Arm Light	N/A	N/A	____
____	172514	4' Tracklight (3 lights)	315.15	441.20	____
____	17252	Halogen Light	102.30	143.20	____

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
____	17305	1M x ½M x 36" High.............	348.95	488.55	____
____	17306	1M x ½M x 42" High.............	348.95	488.55	____
____	17308	2M x ½M x 36" High.............	560.45	784.65	____
____	17309	2M x ½M x 42" High.............	560.45	784.65	____
____	173010	1M Radius x ½M x 36" High.	517.90	725.05	____
____	173011	1M Radius x ½M x 42" High..	517.90	725.05	____
		(Radius Cabinets do not have doors)			
____	17301	Cabinet Lock	N/A	N/A	____

Inside Shelves Available .... Quoted on Request

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
____	174541	Single Sided 1M x 4' High...	316.45	443.05	____
____	174542	Double Sided 1M x 4' High..	422.65	591.70	____
____	174581	Single Sided 1M x 8' High...	523.40	732.75	____
____	174582	Double Sided 1M x 8' High..	697.95	977.15	____

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
____	17201	1M Straight (37" x12")	63.45	88.85	____
____	17206	1M Angled (37" x 12")	83.75	117.25	____

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
____	174015	For 8½ x 11 Literature	31.05	43.45	____

TOTAL COST

____ Sub-Total + ____ 8% Tax = ____ Total Cost

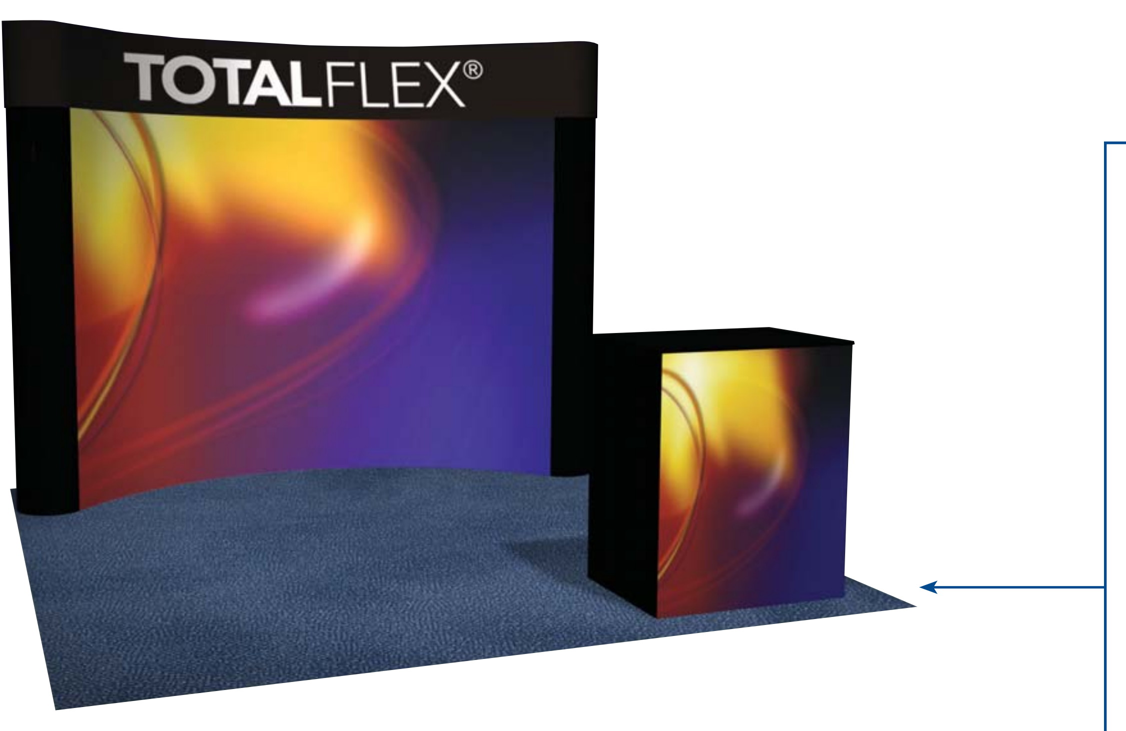
Don't see what you need?
Please call an Exhibitor Sales Specialist at (404) 253-6494.

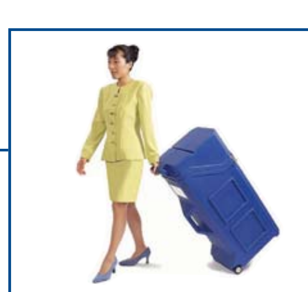
05/10 (309613)

**** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.***

TOTALFLEX®

By Freeman

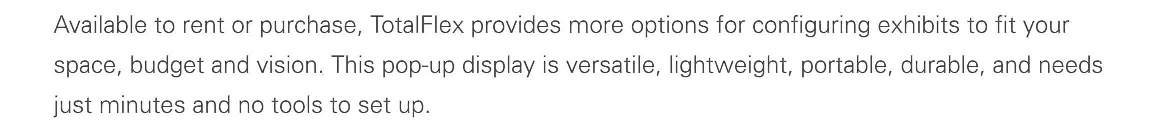











Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

floor units

8'w x 8'h Floor Standing Unit
10'w x 8'h Floor Standing Unit

table top units

6'w x 40"h Table Top Unit
8'w x 40"h Table Top Unit



Graphic design elements are priced seperately and not included with exhibit order.

FREEMAN

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Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 14, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN totalflex

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	969.80	1,357.70		
40"H x 8'W	1,131.85	1,584.60		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,205.05	1,687.05		
40"H x 8'W	1,366.65	1,913.30		

*Shipping Not Included

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,616.10	2,262.55		
8'H x 10'W	1,933.70	2,707.20		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,715.75	3,802.05		
8'H x 10'W	3,190.50	4,466.70		

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		202.40	283.35			286.85	401.60	
1715801	1-200 Watt Halogen Light Kit		105.35	147.50			207.45	290.45	
1715802	Straight Shelf		82.35	115.30			144.80	202.70	
1715803	Angled Shelf		82.35	115.30			144.80	202.70	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST
Sub-Total + 8% Tax = Total Cost

RENTAL UNITS TOTAL COST
Sub-Total + 8% Tax = Total Cost



digital graphics









creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

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DISCOUNT PRICE
DEADLINE DATE
DECEMBER 14, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN graphics

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

________ **L X** ________ **W =** ________ **sq.ft.**

sq. ft. ________ **X** **$ 17.15 per sq. ft. discount price** **or** **$ 25.75 per sq. ft. standard price** **= $** ________

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name ________

Application ________

PMS Colors ________

Backing Material:

- ☐ Foamcore
- ☐ Masonite
- ☐ PVC
- ☐ Plexi
- ☐ Gatorfoam
- ☐ Eco-Board
- ☐ Ultra-Board
- ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions ________

STANDARD SIZES

CHOOSE YOUR SIZE:

Size	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	______	@	48.95	73.45	=	______
7" x 22"	______	@	50.70	76.05	=	______
7" x 44"	______	@	56.00	84.00	=	______
9" x 44"	______	@	73.95	110.95	=	______
11" x 14"	______	@	52.15	78.25	=	______
14" x 22"	______	@	73.95	110.95	=	______
14" x 44"	______	@	84.00	126.00	=	______
22" x 28"	______	@	88.35	132.55	=	______
28" x 44"	______	@	133.80	200.70	=	______
20" x 60" (white only)	______	@	179.75	269.65	=	______

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: ________

Lettering Color: ________

TOTAL COST

________ + ________ = ________
Sub-Total 8 % Tax Total Cost

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts(if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (404) 253-6494 for assistance.

UNION JURISDICTIONS
ATLANTA, GA

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum $45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.
For fast, easy ordering, visit us at www.freemanco.com.

FREEMAN
841 Joseph E. Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN installation & dismantle labor

NAME OF SHOW: IMAGING USA / JANUARY 10 - 12, 2016

COMPANY NAME ______________________ BOOTH #: ______________

CONTACT NAME: ______________________ PHONE #: ______________

E-MAIL ADDRESS ______________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	$ 86.55	$129.83
Overtime-	5:00 P.M. to 12:00 A.M. Monday through Friday All day Saturday & Sunday	$ 129.55	$194.33
Double Time-	Midnight to 8:00 A.M. and recognized holidays	$ 174.20	$261.30

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: ______________________ Phone Number: ______________

☐ **Exhibitor Supervised Labor (**Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: ______________________ Phone Number: ______________

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
____	____	____	x	____	=	____	@ $	____	= $	____
____	____	____	x	____	=	____	@ $	____	= $	____
____	____	____	x	____	=	____	@ $	____	= $	____

Freeman Supervision (30%/$45.00) = $________

Tax = $ (N/A)

Total Installation = $________

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.

Emergency contact: ______________________ Phone Number: ______________

☐ **Exhibitor Supervised Labor(**Supervisor must check in at Service Desk to pick up labor)
Supervisor will be: ______________________ Phone Number: ______________

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
____	____	____	x	____	=	____	@ $	____	= $	____
____	____	____	x	____	=	____	@ $	____	= $	____
____	____	____	x	____	=	____	@ $	____	= $	____

Freeman Supervision (30%/$45.00) = $________

Tax = $ (N/A)

Total Dismantle = $________

NAME OF SHOW: IMAGING USA / JANUARY 10 - 12, 2016

COMPANY NAME: ______________________ BOOTH#: __________

CONTACT NAME: ______________________ PHONE#: __________

FREEMAN SUPERVISED LABOR

***IN ORDER TO BETTER SERVE YOU* - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse ___________ Show Site _________ Date Shipped ______________

Total No. of: ___________Crates ___________Cartons ___________Fiber Cases

Setup Plan/Photo: Attached ___________ To Be Sent With Exhibit ___________In Crate No.___________

Carpet: With Exhibit ___________ Rented From Freeman _________ Color ___________ Size___________

Electrical Placement:___________ Drawing Attached ___________ Drawing With Exhibit___________

Electrical Under Carpet ______________________ ______________________

Comments:____

____

Graphics: With Exhibit ___________ Shipped Separately ___________

Comments: ____

____

Special Tools/Hardware Required: ____

OUTBOUND SHIPPING INFORMATION

SHIP TO: ____

____

____

____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Standard Ground
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier:______________________
- ☐ Other Air Freight:______________________
- ☐ Van Line: ______________________

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: ____

____

____

<u>In the event your selected carrier fails to show on final move-out day, please select one of the following options:</u>

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

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FreemanAtlantaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN forklift / rigging labor

NAME OF SHOW: IMAGING USA / JANUARY 10 - 12, 2016

COMPANY NAME ______________________ BOOTH #: ______________

CONTACT NAME: ______________________ PHONE #: ______________

E-MAIL ADDRESS ______________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$147.00	$206.00
304051	Forklift w/operator - up to 5,000 lbs - OT	$190.50	$266.75
304052	Forklift w/operator - up to 5,000 lbs - DT	$233.75	$327.25
3040150	Forklift w/operator - up to 15,000 lbs - ST	$185.00	$259.00
3040151	Forklift w/operator - up to 15,000 lbs - OT	$228.50	$320.00
3040152	Forklift w/operator - up to 15,000 lbs - DT	$271.75	$380.50
3040300	Forklift w/operator - up to 30,000 lbs - ST	$226.25	$316.75
3040301	Forklift w/operator - up to 30,000 lbs - OT	$269.75	$377.75
3040302	Forklift w/operator - up to 30,000 lbs - DT	$313.00	$438.25
304040	Forklift w/operator - 4-Stage - ST	$174.75	$244.50
304041	Forklift w/operator - 4-Stage - OT	$218.25	$305.75
304042	Forklift w/operator - 4-Stage - DT	$261.50	$366.25
RIGGING LABOR			
3020200	Rigger Foreman - ST	$ 90.50	$126.75
3020201	Rigger Foreman - OT	$135.75	$190.25
3020202	Rigger Foreman - DT	$181.00	$253.50
3020100	Rigger - ST	$ 88.50	$124.00
3020101	Rigger - OT	$132.75	$186.00
3020102	Rigger - DT	$177.00	$248.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
							Sub-Total	
							Tax	N/A
							Total	

Describe work to be done: ______________________

____

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
							Sub-Total	
							Tax	N/A
							Total	

Describe work to be done: ______________________

____

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(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN hanging sign labor

NAME OF SHOW: IMAGING USA / JANUARY 10 - 12, 2016

COMPANY NAME ____________________ BOOTH #: ____________

CONTACT NAME: ____________________ PHONE #: ____________

E-MAIL ADDRESS ____________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____ Metal or Wood _____ Other _______

Shape: Square ____ Triangle __ Rectangle ____ Other ____

Size: Height ________ Length ________ Width __________

Weight of Sign: ____________________

Does Your Sign Require Electricity ______ Assembly ______

Is Your Sign Designed to Rotate? ________ Yes _______ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_______ Feet in from the back Aisle # _________

________ Feet in from the left Aisle # ______

________ Feet in from the right Aisle # ______

_______ Feet in from the front Aisle # _________

Number of feet from floor to top of sign: _______________

(309613) IMAGING USA

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime
5:00 PM to 8:00 AM Monday through Friday and All Day Saturday, Sunday and Holidays.

Crew Size - MINIMUM of two people

Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show Site prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime
32' Scissorlift with crew		
Advance Price	$549.50	$671.50
Show Site Price	$769.50	$940.25
Condor/Boom/Snorkel with crew		
Advance Price	$549.50	$671.50
Show Site Price	$769.50	$940.25
Additional Crew Assembly Labor (Per person / Per hour)		
Advance Price	$86.55	$129.83
Show Site Price	$129.55	$194.33

Installation Estimate

Date	Start Time	Approx. Hrs.		Hourly Rate		Estimated Total Cost
_____	_______	_________	@	________	= $	____________

Dismantle Estimate

Date	Start Time	Approx. Hrs.		Hourly Rate		Estimated Total Cost
_____	_______	_________	@	________	= $	____________

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

____ Freeman
____ Exhibitor Personnel
____ Display House

On-Site Supervisor will be: ____________________

Phone Number: ____________________

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

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THE FOLLOWING MUST ACCOMPANY YOUR ORDER:
- **FREEMAN METHOD OF PAYMENT**
- **HANGING SIGN LABOR**
- **STRUCTURAL INTEGRITY STATEMENT**

NAME OF SHOW: **IMAGING USA / JANUARY 10 - 12, 2016**

COMPANY NAME ______________________ BOOTH #: ____________

CONTACT NAME: ______________________ PHONE #: ____________

E-MAIL ADDRESS ______________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ALL HANGING STRUCTURES OVER 250 LBS. WILL REQUIRE A CHAIN HOIST

CHAIN HOIST

Description	Qty Ea.		Price		Total
1/4 Ton Chain Hoist (up to 500 lbs.)	________	@	$352.70	=	$ ____________
1/2 Ton Chain Hoist (up to 1,000 lbs.)	________	@	$425.85	=	$ ____________
1 Ton Chain Hoist (up to 2,000 lbs.)	________	@	$547.50	=	$ ____________

Please call for custom quote if ordering more than five chain hoists or rotating motors.

Description	Rate Per Hour

FREEMAN SIGN RIGGING SUPERVISION W/ADDITIONAL EQUIPMENT (Per Hour, 1 Hour Minimum)
Rate applies when additional equipment is used (i.e. chain motor, hoist, truss, etc.) - ST......$ 85.75
- OT....$128.75

TRUSS SYSTEMS

Description	Qty Ft.	Price		Total
12" Silver Box Truss	________	@ $18.10 per/ft	=	$ ____________
12" Black Box Truss	________	@ $21.95 per/ft	=	$ ____________
20.5" Silver Box Truss	________	@ $24.35 per/ft	=	$ ____________
20.5" Black Box Truss	________	@ $29.20 per/ft	=	$ ____________

INSTRUCTIONS

- All rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors.
- Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, the weight of each point and the booth outline with the surrounding booth numbers for reference.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Lighting can be rented from the official audio visual company, Freeman, or may be brought in or rented from other sources, but will incur drayage charges.
- **ELECTRICAL SERVICE** requirements must be ordered in advance from the facility.
- For Lift and overhead rigging crew, use the **"Hanging Sign / Ceiling Rigging Labor"** order form.

SUPPORTING DOCUMENTS CHECKLIST

Rigging Plot	
Structural Integrity Statement	
Hanging Signs Order Form	
Electrical Order Form	

No Material Handling Charges on Chain Hoists and Truss Systems Ordered from Freeman

QUICK TIPS FOR EASY EXHIBITING

- Please remember to sign the required Structural Integrity Statement. Orders received without an Authorized Signature will not be placed until received.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TOTAL

__________ + __________ = $ __________
Subtotal   8% Tax   Total Cost

FREEMAN chain hoist-truss-sign rigging

All materials and equipment are on a rental basis.

FREEMAN
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

____, the contracted exhibitor at the **IMAGING USA / JANUARY 10 - 12, 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, GEORGIA WORLD CONGRESS CENTER, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: ______________________________ Booth #:________

Authorized Signature: ____

Printed Name: ____________________________________ Date:_________

E-Mail: ____

Display House/Builder (if applicable): ________________________________

Authorized Signature: ____

Printed Name: ____________________________________ Date:_________

E-Mail: ____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

HANGING STRUCTURES AND CEILING RIGGING GUIDELINES

- All ceiling rigging must conform with Show Management rules, regulations and facility limitations.

- Freeman is the exclusive provider of rigging services, truss and chain motors. Freeman will hang all lighting, truss, chain motors, signs, etc.

- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the **"Hanging Sign / Rigging Labor"** order form, for labor to assemble / disassemble rigging and flown objects.

- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.

- Set-up instructions must be provided for signs requiring assembly.

- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.

- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.

- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.

- Electric signs must be in working order and in accordance with the National Electrical Code.

- **ELECTRICAL SERVICE** requirements for hoists and electric signs must be ordered in advance from the facility.

- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.

- For lift and overhead rigging crew, use the **"Hanging Sign / Rigging Labor"** order form.

- Hanging sign orders placed at show site are subject to equipment availability.

F R E E M A N
Proud to Serve as Your Official Audio Visual Provider



January 10 - 12, 2016
Georgia World Congress Center
Atlanta, GA

Order By: December 14, 2015 to Receive Early Order Pricing!

Exhibiting Company Name:	Booth #:



Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color of Stand: Black -or- White		$295.00	$383.50	
32" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		$720.00	$936.00	
42" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		$870.00	$1,131.00	
46" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		$1,035.00	$1,345.50	
55" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		$1,445.00	$1,878.50	



Flat Panel Displays	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar & Wall Mount Bracket		$290.00	$377.00	
32" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$475.00	$617.50	
42" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$625.00	$812.50	
46" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$790.00	$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$1,200.00	$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$1,400.00	$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$1,800.00	$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$2,800.00	$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		*Please call for pricing!*		
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		$150.00	$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		$150.00	$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		$225.00	$292.50	



Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen, with Wall Mount Bracket		$800.00	$1,040.00	
46" Touchscreen, with Wall Mount Bracket		$1,300.00	$1,690.00	
Please call for pricing on Touchscreens 65" and larger		*Please call for pricing!*		



Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		$275.00	$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$325.00	$422.50	
Apple iPad		$175.00	$227.50	
iPad Stand - Choose Color: Black -or- White		$150.00	$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		$300.00	$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$450.00	$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$550.00	$715.00	



Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		$120.00	$156.00	
Choose: Blu-ray -or - DVD Player		$150.00	$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		$75.00	$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		$330.00	$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		$240.00	$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

Early order rate is subject to a 30% increase when ordering equipment after December 14, 2015.





Contact Your Freeman Representative	Total Your Order	
YESENIA MATA	**Equipment Sub-Total**	
yesenia.mata@freemanco.com	**31% Handling Charge ($134.00 Min)** Includes Delivery, Install & Dismantle	
Phone: 214.623.1308	**Added Labor to Mount Client Owned Flat Screen to Stand ($75)**	
Fax: 469.621.5610	**State Sales Tax (8%)**	
Online at: www.freemanco.com	**TOTAL CHARGES:**	
Don't see what you are looking for? Please call to discuss the options!	*** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors* *** Electrical Services are not included in equipment pricing.*	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name: **Booth Number:**

Exhibiting Company Name:

Company Address:

City / State: **Zip Code:**

Phone: **Fax:**

Email:

Third Party (If Applicable)**:**

Signature:

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 214.623.1308 with questions.

On-Site Contact Person: **Cell Phone:**

Please Select Your Preferred Date and Time of Delivery (Choose One)**:**

Saturday, January 09, 2016 ☐ 8am - 12pm ☐ 1pm - 5pm

*Exhibit hours start at 11:30am on January 10, 2016

If You Have a Special Delivery Request, Please Note it Here:

Payment Information

Method of Payment (Choose One)**:**

☐ Master Card ☐ Check (in US Funds)
☐ Visa ☐ Bank Transfer (please call for details)
☐ American Express ☐ Key Account

Credit Card Number:

Expiration Date:

Card Holder Name:

Signature:

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

FREEMAN

Proudly Serving as Your
Official Audio Visual Provider



January 10 - 12, 2016
Georgia World Congress Center
Atlanta, GA

Order By: December 14, 2015 to Receive Early Order Pricing!

Exhibiting Company Name:



Meeting Room Audio Visual Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
Small Meeting Room Package (Up to 50 people)				
96" Tripod Screen with Skirt, Projector(4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		$650.00	$845.00	
Medium Meeting Room Package (50 - 150 people)				
7.5' X 10' Fast fold Screen, Projector (4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand.		$1,100.00	$1,430.00	
Large Meeting Room Package (150 people +)				
10' X 14' Fast fold Screen, Projector (6000 Lumens) , Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand.		$1,450.00	$1,885.00	

A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
LCD XGA Computer Projector (4000 Lumens)		$425.00	$552.50	
Projection Stand (for LCD and Overhead Projectors)		$20.00	$26.00	
Tripod Screen Circle One: 70" $30 • 84" $35 • 96" $45		$	$	
42" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$320.00	$416.00	
46" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$395.00	$513.50	
55" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$600.00	$780.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		$115.00	$149.50	
Choose: Blu-ray -or - DVD Player		$75.00	$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		$165.00	$214.50	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		$120.00	$156.00	
Computer Direct Interface Box (Audio)		$40.00	$52.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$165.00	$214.50	
HP Laser Printer (40 PPM)		$97.50	$126.75	
Wireless Presentation Mouse		$30.00	$39.00	
Flip Chart w/ Pad with Markers		$40.00	$52.00	



Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total



Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities.
Whether your needs are big or small, our experts are available to help you!
Please contact us at: 214.623.1308 for a custom quote.

****Early order rate is subject to a 30% increase when ordering equipment after December 14, 2015.***



Contact Your Freeman Representative

YESENIA MATA
yesenia.mata@freemanco.com
Phone: 214.623.1308
Fax: 469.621.5610
Online at: www.freemanco.com

Don't see what you are looking for?
Please call to discuss the options!

Total Your Order	
Equipment Sub-Total	
31% Handling Charge ($134.00 Min) Includes Delivery, Install & Dismantle	
Added Labor to Mount Client Owned Flat Screen to Stand ($75)	
State Sales Tax (8%)	
TOTAL CHARGES:	

*** Please note for Monitor Stand & Mount Rentals:*
Additional labor may be required to mount client provided monitors

*** Electrical Services are not included in equipment pricing.*



Please Fill in All Information Below Before Submitting Your Order

Contact Information

Name:

Exhibiting Company Name:

Company Address:

City / State: **Zip Code:**

Phone: **Fax:**

Email:

Third Party (If Applicable)**:**

Signature:

Meeting Information

A representative must be in your meeting room at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the meeting room and set-up. Please call us at 214.623.1308 with questions.

On-Site Contact Person: **Cell Phone:**

Date of Meeting: Meeting Room Location:

Start Time: End Time:

Seating Style: Seating Capacity:

Rehearsal Required: ☐ Yes ☐ No If so, what time?

Additional Meeting Days:

Date of Meeting: Meeting Room Location:

Start Time: End Time:

Seating Style: Seating Capacity:

Date of Meeting: Meeting Room Location:

Start Time: End Time:

Seating Style: Seating Capacity:

Date of Meeting: Meeting Room Location:

Start Time: End Time:

Seating Style: Seating Capacity:

Payment Information

Method of Payment (Choose One)**:**

☐ Master Card ☐ Check (in US Funds)
☐ Visa ☐ Bank Transfer (please call for details)
☐ American Express ☐ Key Account

Credit Card Number:

Expiration Date:

Card Holder Name:

Signature:

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

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DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

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LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Welcome

to the Georgia World Congress Center, Atlanta's world-renowned convention center.



Our dedicated and experienced staff is eager to assist you in every way to guarantee the success of your event. Please visit the GWCC exhibitor services page at http://www.gwcc.com and click on 1 the green Exhibitors tab for useful tools to assist you in planning your upcoming event with us.

2

The menu on the left provides links for facility information including Levy Restaurants catering menus and ordering form, CCLD Networks IT Services pricing, FedEx Office information, plus more. Additionally, you'll find detailed building policies & procedures, sponsorship opportunities and information about the City of Atlanta on this same menu.

Ready to order your utility services?

Take advantage of discounted rates and order your services online at least 21 days prior to the events first move-in day. Just click on the Order Service Online link at the center of the exhibitors service page and locate the show your are exhibiting at. Next, we'll guide you through a two-step process to set up an account. Once you have created your account, you can order services from the following list: 3

- Electrical Services
- Plumbing Services
- Cable TV Services
- Engineering Labor
- Internet & Telecommunications

Upload your booth diagram with utility service locations clearly labeled. Next, follow the prompts for completing payment through our secure system. You will receive an email confirmation for all orders placed. Use your log-in e-mail address and password to place additional orders as necessary.

Questions?

Please contact the GWCC Engineering Services Department at **404.223.4800** Monday - Friday, 8:30am - 5:00pm.

Georgia World Congress Center Authority Campus Map

Campus Facilities

A B C GWCC

D Georgia Dome

E Centennial Olympic Park

		Number of Spaces
1	Red Deck	2,000
2	Gold Deck	300
3	Blue Lot	722
4	Yellow Lot	1,284
5	Marshalling Yard	1,377



IVAN ALLEN JR. BLVD

IVAN ALLEN JR. BLVD.

N

FUTURE SITE OF NATIONAL CENTER FOR CIVIL AND HUMAN RIGHTS

GEORGIA AQUARIUM

WORLD OF COCA-COLA

BAKER ST.

Hilton Garden Inn

CENTENNIAL OLYMPIC PARK DR.

CENTENNIAL OLYMPIC PARK

GEORGIA WORLD CONGRESS CENTER

MARIETTA ST.

Embassy Suites Hotel

FUTURE SITE OF COLLEGE FOOTBALL HALL OF FAME

ANDREW YOUNG INTERNATIONAL BLVD.

CENTENNIAL OLYMPIC PARK

Omni Hotel

East Plaza

EAST ENTRANCE

MAIN ENTRANCE

BALLROOM

GEORGIA DOME

INTERNATIONAL PLAZA

CNN Center

PHILIPS DRIVE

PHILIPS ARENA

NORTHSIDE DR.

VINE CITY STATION

ARENA/ DOME/GWCC STATION

CENTENNIAL OLYMPIC PARK DR.

FUTURE SITE OF NEW STADIUM PROJECT

MANGUM ST.

SPRING ST.

updated 3/2014

PAYMENT AUTHORIZATION FORM



Georgia World Congress Center
Georgia Dome
285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

Imaging USA

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer.
We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

- ✓ **Name of Event You Are Attending**
- ✓ **Exhibiting Company Name**
- ✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☑ Diners Club

Credit Card #: ____________ **Expiration Date:** ______

Billing Address: ____________________

City, ST, Zip: ____________________

Name as it appears on card: ____________________

Authorized Signature: ____________________

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: ____________________ **BOOTH #:** __________

COMPANY ADDRESS: ____________________ **PHONE: ( )** _____-_________

CITY/STATE/ZIP ____________________ **FAX: ( )** _____-_________

CONTACT NAME: ____________________ **EMAIL:** ____________________



Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313
Engineering Department: 404-223-4800

Event: **Imaging USA**

Event dates: **Jan. 10-12, 2016**

Order online today to receive discounted rated

Standard Rates will apply to faxed, mailed or emailed orders

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: www.gwcc.com

Booth No. _______________ Company Name ____

Telephone No. (____)_____________________ Fax No. (____) __________________ **Email:** ____

Address _______________________________ City _______________________ State ________________ Zip Code ______________

Contact Name ____ Signature ______________________________________

ELECTRICAL					
120 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
5 AMPS	$157				
10 AMPS	$208				
15 AMPS	$238				
20 AMPS	$275				
208 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
20 AMPS	$331				
30 AMPS	$430				
40 AMPS	$529				
50 AMPS	$661				
60 AMPS	$827				
80 AMPS	$1,026				
100 AMPS	$1,290				
150 AMPS	$1,985				
200 AMPS	$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
20 AMPS	$562				
30 AMPS	$761				
40 AMPS	$959				
50 AMPS	$1,091				
60 AMPS	$1,324				
80 AMPS	$1,787				
100 AMPS	$2,184				
150 AMPS	$3,440				
200 AMPS	$4,234				
300 AMPS	$6,076				
400 AMPS	$7,441				
480 Volt 3 Phase (No Receptacle: Direct tie-in)	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	$1,126				
30 AMPS	$1,588				
40 AMPS	$1,985				
50 AMPS	$2,316				
60 AMPS	$2,672				
80 AMPS	$3,970				
100 AMPS	$4,410				
150 AMPS	$6,212				
200 AMPS	$8,599				
300 AMPS	$13,230				
400 AMPS	$17,861				

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	$72 ea		
Par 64	1000 watt can light installed in the ceiling	$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	$19 ea		
Quad Extension	4 Outlet receptacle box	$24 ea		
Multi-outlet	Receptacle adapter	$10 ea		
Distribution Panel	100A-200A Panel	$250 ea		
Transformers	**Call for Quote**			

Additional on-site labor charges may apply.

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	**Total Labor**
	$75.00	

NOTES:

*** All 208v service or higher require a minimum of 1hr of labor.**
A minimum of 1hr labor will be applied
for all services routed beyond the back of the booth.
***Please see pg. 2 for "Important Conditions & Regulations".**

TOTAL for THIS ORDER=

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION

For Congress Center Use Only

Adjusted Total: $ ____________
Paid in Advance: $ ____________
Paid on Show Site: $ ____________
Balance/Credit: $ ____________

(Payment Received by)

Notes or Special Instructions:

____

____

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES - Orders must be submitted online at least 21 calendar days prior to the FIRST DAY OF SHOW OPENING.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time. 24 hour power may be ordered for services that require continuous electrical service (ex. Refrigerators, Programmable Machinery, etc.).

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813



Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA. 30313
Engineering Department:
(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth:________________________

Indicate Adjacent Booth or Aisle Number:____

Indicate Adjacent Booth or Aisle Number:____

Front of Booth:________________________

Show Name:____________________________

Booth #:__________Company________________________

Contact Name:_____________________Phone #____________

CABLE SERVICE ORDER FORM



Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department: (404) 223-4800

Discounted rates available when ordering online: **www.gwcc.com**

Event Name: ____________________

Event Dates: ____________________

Order online today to receive discounted rate

Standard Rates will be applied to all faxed or mailed orders

Booth No. _______________ Company Name ____

Telephone No. (___)___________________ Fax No. (___) ________________________ **E-MAIL:**____

Address ____ City _________________ State ______________ Zip Code _______________

Contact Name ____ Signature ___________________________________

Basic Service Rates and Conditions

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center.
This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Cable Services			
Service	**Number of Services**	**Floor Rate**	**Amount**
Cable TV		$330	$

**Additional on-site labor charges may apply.

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	**Hourly Rate**	**Total Labor**
	$75	

TOTAL CHARGES: ____________

SUBMIT DIAGRAM INDICATING THE PLACEMENT OF YOUR CABLE DROP. PLEASE INCLUDE BOOTH ORIENTATION

NOTES:

*Please see pg.2 for **"Important Conditions & Regulations"**.
*All TV sets must be CABLE READY or have multi-channel converters.

For Congress Center Use Only

Adjusted Total: $ ______________

Paid in Advance: $ ______________

Paid on Show Site:

Balance/Credit: $ ______________

____
(Payment Received by)

Payments made via Wire Transfers:

Name: Wells Fargo Bank
191 Peachtree St.
Atlanta, GA 30313
Routing Number: 121000248
Acct # : 2000070123287
Chips ID 0407
Swift ID WFBIUS6S
Type of Account: Checking

Payments made via Check:

Payable to : GWCCA
285 Andrew Young
Int'L Blvd. NW
Atlanta, GA 30313
Please reference event name and booth number.

CABLE SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES - Orders must be submitted online at least 21 calendar days prior to the FIRST DAY OF SHOW OPENING.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813



Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA. 30313
Engineering Department:
(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth:_______________________

Indicate Adjacent Booth or Aisle Number:____

Indicate Adjacent Booth or Aisle Number:____

Front of Booth:_______________________

Show Name:______________________________

Booth #:___________Company__________________________

Contact Name:______________________Phone #_____________

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

GEORGIA WORLD CONGRESS CENTER

Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313
Engineering Department: 404-223-4800

Event Name: Imaging USA
Event Dates: Jan. 10-12, 2016

Standard Rates will apply to all faxed ,mailed or emailed orders

Discounted rates available when ordering online at www.gwcc.com

Booth No. _______________ Company Name ____
Telephone No. (___)___________________ Fax No. (___) _____________________ **E-MAIL:**________________________________
Address __________________________________ City _______________________ State ___ Zip Code ______________
Contact Name ____ Signature ______________________________________

Compressed Air (90-100 lbs. PSI)			
Service	**Standard Rate**	**QTY**	**Total**
up to 50 CFM Units	$330		
Additional Units of 50 CFM	$264		

Water (Average Pressure - 55 PSI)			
Service	**Standard Rate**	**Qty**	**Total**
Cold Water	$264		
Hot Water	$409		

One-Time Water Fill and Drain			
Service	**Standard Rate**	**Qty**	**Total**
150 Gallon Unit	$232		
Additional Units of 150 Gallon	$166		

Natural Gas			
Service	**Standard Rate**	**Qty**	**Total**
45,000 BTU Unit	$528		
Additional Units of 45,000 BTU	$422		

SPECIAL SERVICES			
Item Name	**Standard Rate**	**Qty**	**Total**
Pressure Regulator	$60		
PVC Piping			

NOTES:
***GWCC does not guarantee minimum /maximum pressure.**
*Please see pg. 2 for **"Important Conditions & Regulations".**

Sinks (includes cold/hot water and drain)		
Discount Rate (Each)	**Qty**	**Total**
$672		

Drainage		
Discountd Rate (Each)	**Qty**	**Total**
$166		

**Additional on-site labor charges may apply.

LABOR (Labor is charged at a 1hr minimum per service		
Sunday-Saturday (including holidays)		
Labor per hour	**Qty**	**Total**
$75		

TOTAL for THIS ORDER =

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

SUBMIT DIAGRAM FORM

For Congress Center Use Only
Adjusted Total: ____________
Paid in Advance: ____________
Paid on Show Site: ____________
Balance/Credit: ____________

Notes or Special Instructions:

____

____

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES - Orders must be submitted online at least 21 calendar days prior to the FIRST DAY OF SHOW OPENING.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL is due at time services are ordered**
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However, company engineers and technicians who are required to **assemble,** allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommends that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommends that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813
email:engorders@gwcc.com



Telecommunications & Network Services Order

Georgia World Congress Center ▪ Georgia Dome ▪ Centennial Olympic Park

285 Andrew Young International Blvd., NW
Atlanta, GA 30313
Phone: 404-222-5500
Fax: 404-222-5514
http://www.ccld.net
info@ccld.net

Event Name: ______________________________ Booth #/Location: ____________________

Company Name: ______________________________ Event Date(s): ____________________

Street Address: ______________________ City: __________________ State: _____ Postal Code: __________

Contact Name: __________________ Telephone #: __________________ Email Address: ____________________

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: ______________________________ Expiration Date: ____________ Security Code: ______________

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: ______________________ Date: ____________ Name as it appears on credit card: ______________________

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	$ 265	$ 305			
Dedicated Telephone Line (Telco Line, no dial 9)	$ 475	$ 475			
Multi-Line Handset Rental (12-button)	$ 250	$ 300	$ 300		
Voicemail Box	$ 50	$ 65			
Extensions	$ 50	$ 65			
Polycom Conference Phone	$ 250	$ 300	$ 300		
Plain Paper Fax Machine Rental	$ 175	$ 200			
ISDN (CCLD Circuit, Customer Provided ISP)	$ 875	$ 875			
Dry Pair	$ 225	$ 225			

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

☐ LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls (COS 6)
☐ LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls (COS 1)
☐ INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing (COS 20)

Please total services at the bottom of this order form.

A credit card must be supplied with this order for long distance service to be provided. A $0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address	$ 1195	$ 1445			
Additional Hardwired Device/IP Address	$ 145	$ 190			
16-Port Hub Rental (10/100 Base-T)	$ 150	$ 175			
8-Port Firewall Rental (Includes Configuration)	$ 495	$ 525	$ 300		
25-Foot CAT-5 Patch Cables	$ 65	$ 65			
50-Foot CAT-5 Patch Cables	$ 90	$ 90			
100-Foot CAT-5 Patch Cables	$ 150	$ 150			
Floor Labor Rate, Booth Cabling, etc. (per hour)	$ 65	$ 65			
Network Engineering Rate (per hour)	$ 125	$ 125			

Dedicated bandwidth options are available for high bandwidth applications such as webcasting, streaming media, etc. Please call 404-222-5500 for pricing and to discuss your requirements.

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection. If you have special networking needs, please contact a customer service representative at 404-222-5500.

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

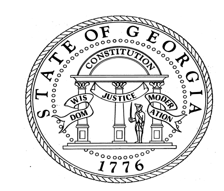
Subtotal (Telecommunications + Internet Services):	
Add 20% Expedite Fee for On-Site Orders:	
8% Sales Tax:	
Total:	

Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a $300.00 Relocation Charge.

TERMS AND CONDITIONS

1. **Lease of Equipment**. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A $0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service;** Payment.
   - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
   - (b) Personal checks will be accepted with Advance Rate requests only.
   - (c) There will be $50.00 service charge for all returned checks.
7. **Equipment Management**. Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations**. The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties**.
   - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
   - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **<u>You will be charged upon non-return of the equipment</u>**. Standard Telephone Sets, $75.00 each; Multi-line Sets, $300.00 each; Speaker Phone Sets, $75.00 each; Fax Machines, $500.00 each; Polycom Sets, $300.00 each; Pagers, $150.00 each; Cellular Phones, $500.00 each; Hubs, $300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
   - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **<u>Customer should pick up equipment and/or instructions at the CCLD Service Desk</u>**.
10. **Events of Customer Default**. Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A $55.00 process charge per service will be applied to any orders cancelled prior to move in date**.
11. **Remedies of CCLD**. At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability**.
   - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
   - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
   - **(c) In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
   - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
   - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification**. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment**. CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment**. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law**. This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity**. CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

FORM FS-32 (Rev 10/04 -ab)



Georgia Department of Revenue

Compliance Division
PO BOX 16749
Atlanta, GA 30321
Telephone: (404) 968-0480

MISCELLANEOUS EVENTS

VENDOR Miscellaneous Events	
ADDRESS	
NAME OF EVENT	DATE OF EVENT

INSTRUCTIONS FOR VENDORS:

1) Complete vendor name, address and name of event information.
2) Report the amount of taxable sales (even if zero sales).
3) Collect Georgia Sales Tax at the rate that applies to the county in which the event is held.
4) Report the amount of sales tax collected.
5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.
6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on you regular form, please provide tax number:___ ___ ___ -- ___ ___ ___ ___ ___ ___.

TAX RATE	COUNTY
8%	Atlanta City

4% BRACKET		5% BRACKET		6% BRACKET		7% BRACKET		8% BRACKET	
12 cents or less	N/R	9 cents or less	N/R	8 cents or less	N/R	7 cents or less	N/R	6 cents or less	N/R
13 thru 37 cents	1 cent	10 thru 29 cents	1 cent	9 thru 24 cents	1 cent	8 thru 21 cents	1 cent	7 thru 18 cents	1 cent
38 thru 62 cents	2 cents	30 thru 49 cents	2 cents	25 thru 41 cents	2 cents	22 thru 35 cents	2 cents	19 thru 31 cents	2 cents
63 thru 87 cents	3 cents	50 thru 69 cents	3 cents	42 thru 58 cents	3 cents	36 thru 49 cents	3 cents	32 thru 43 cents	3 cents
88 cents thru $1.00	4 cents	70 thru 89 cents	4 cents	59 thru 74 cents	4 cents	50 thru 64 cents	4 cents	44 thru 56 cents	4 cents
		90 cents thru $1.00	5 cents	75 thru 91 cents	5 cents	65 thru 78 cents	5 cents	57 thru 68 cents	5 cents
				92 cents thru $1.00	6 cents	79 thru 92 cents	6 cents	69 thru 81 cents	6 cents
						93 cents thru $1.07	7 cents	82 thru 93 cents	7 cents
								94 cents thru $1.00	8 cents

TAXABLE SALES		TAX COLLECTED	

AT THE CLOSE OF THE EVENT, THIS FORM WITH TAX COLLECTED SHOULD BE:
[ ] Return to Revenue Agent on duty **[x] Mailed within 3 days following close of event**
(ENVELOPE PROVIDED)

Should you have any questions, please contact:

Angela Branyon
Authorized Agent for State Revenue Comissioner
TELEPHONE NUMBER: (404) 968-0480
DATE:

FOR REVENUE USE ONLY	
I. D. NUMBER	
CHECK NAME	
STATE TAX	0.00
MARTA	0.00
LOCAL OPTION	0.00
2ND LOCAL OPTION	0.00
SPECIAL	
EDUCATIONAL	0.00
HOMESTEAD	
TOTAL TAX	0.00



FLORAL ORDER FORM

Exhibitor Name: ______________________________ Booth Representative: ______________________________

Firm, Billing Name: ______________________________ Purchase Order or Reference Number: ______________

Booth Number: ______________________________ Credit Card #: ______________________________

Billing Address: ______________________________ Expiration Date: ______________ (MC, VISA, AM. EXP)

City :______________State: ________ Zip: ________ Name of Credit Card Holder as shown on card

Show Decorator:______________________________ ______________________________

Phone: ________________ Fax: ____________ Authorized Signature: ______________________________

Cell: ______________________________ Email Address: ______________________________

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 **(770) 474-4676 FAX**

Please return overnight shipment with payments to: 121 Pine Dr. , Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: __________ Time: ______

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—***prices start at $60.00***.

Qty ____ tropical flowers—Price $ __________ each

Qty ____ Spring flowers—Price $ __________ each

Color ______________________________

Width ______________ Height ______________

Additional Request: ______________________________





Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H
$20.00 each
Qty ____
White ____
Yellow ____
Lavender ____



Azaleas—12"H
$35.00 each
Qty ____
White ____
Pink ____
Red ____



Bromeliads—12"-18"H
$35.00 each
Qty ____
Purple ____ Red ____
Yellow ____ Orange ____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**
  Tropical : (*beach scenes; rain forests)*
  Seasonal: *(Spring, Fall, Holiday)*
  Formal : *(serenity garden, English garden)*
- **Border Areas:**
  Hedges *(control flow)*
  Lawn or Golf *(promotional)*
  Trees *(privacy)*

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

FLORAL ORDER FORM



770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

Ferns



Ferns —
$35.00 each

Qty ____

Ivy



Ivy—10”H x 10”W
$35.00 each

Qty ____

Pothos



Pothos—12”H x 12”W
$35.00 each

Qty ____

2’ Green Plants



$29.95 each Qty ____

3’ Green Plants

$39.95 each Qty ____

Standard 4’ to 6’ Green Plants

4’ @ $49.95 each Qty ___

5’ @ $59.95 each Qty ___

6’ @ $69.95 each Qty ___

7’ H & Taller plants & Planters are available
Call 770-507-6777 for price/ availability









Planters are 2 1/2’ long.

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__white, __yellow, __bronze, __lavender

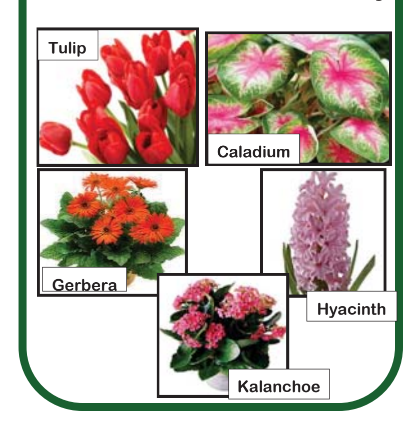


4’ @ $125.00 each, Qty ___

5’ @ $135.00 each, Qty ___

6 ’ @ $145.00 each, Qty ___

Seasonal Flowering Plants
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. ***There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.***

There is a 1.5% energy surcharge added to each order.

Orders placed after the start of a show may be subject to a delivery fee.

Order Cost Summary

Select Container (Included in rental cost)

___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

Subtotal _________

% Sales Tax _________

1.5% esc _________

Total _________